

22 May 2020

Dear Potential Candidate

Thank you for your interest in our vacant post of Administrative Assistant.

Unfortunately due to the COVID-19 situation it is not possible to arrange a visit to school which would normally be so important to you. I would urge you to look at our website to get a flavour of the school and consider whether we would be right for you.

Our office team is at the heart of the school, ensuring that we are welcoming, professional, compliant and efficient. We are looking to appoint a new member to the team who must be welcoming to parents and visitors and able to contribute to further developing efficient systems in school.

After considering the information we hope that you will be minded to make an application. Please submit a letter of application to accompany your application form.

I look forward to receiving your application.

Yours sincerely

Mrs L Blain

Acting Headteacher

(covering the maternity leave of Ms V Parr)