

**Principal: Mr A Faccinello MA (Oxon), PGCE**  
Trinity Academy  
56 Brixton Hill  
London  
SW2 1QS  
**t:** 020 3126 4993  
**e:** [info@trinityacademylondon.org](mailto:info@trinityacademylondon.org)  
**w:** [www.trinityacademylondon.org](http://www.trinityacademylondon.org)

December 2018

Dear Applicant,

**Re: Post of Part-time Administrative Assistant**

Thank you for your interest in the above post at Trinity Academy. Please find attached an applicant's pack containing:

1. Job Description and Person Specification
2. Guidance on completing the application form
3. Information about Trinity Academy
4. Application form
5. Monitoring form

As you will see from the information, Trinity Academy is a new school and in applying for this post you will have an exciting opportunity to contribute to its aim of developing into one of the best schools in South London. Our staff and pupil groups are small but enthusiastic and hard working with high aspirations. Pupils are polite and well behaved and the Academy environment is one of calm and purposeful activity. We have recently moved into brand new purpose built accommodation with excellent facilities and are excited by the opportunities this opens up for pupils, staff and the local community.

If you wish to have an informal discussion about this post, please email [recruitment@trinityacademylondon.org](mailto:recruitment@trinityacademylondon.org)

Please note that completed applications should be returned by e-mail to [recruitment@trinityacademylondon.org](mailto:recruitment@trinityacademylondon.org) by noon on 18<sup>th</sup> December 2018.

Thank you once again for your interest in this post and I look forward to receiving your completed application form.

Yours faithfully

*B. Thompson.*

**Ben Thompson BSc, MEd, PGCE, NPQH**  
**Executive Principal/CEO**