Dear colleague,

I am delighted that you are interested in the post ofApprentice Business Administrative Assistant, full time (37 hours per week, term time), 12 months contract at Priestnall School. All appointments are of immense importance to us as a whole school team as they offer the successful candidate the opportunity to contribute to our already very successful school as we aim to improve even further from our current ‘Outstanding’ status.

This role will provide the post holder with the opportunity to join a vibrant and forward thinking staff and to gain excellent professional development as they progress in their career.

If you are interested in applying for this post, applicants are asked to complete the application form, using the person specification and job description to show how you meet the criteria for interview.

The closing date for the receipt of applications is **midnight on Monday 22nd January 2018**. Completed letters and application forms should be marked for the attention of Mr J Cregg, Headteacher and either posted to the school address or e-mailed to Mrs Natalie Fitzpatrick, Headteacher’s PA at recruitment@priestnall.stockport.sch.uk

Interviews are scheduled to take place week commencing Monday 29th January 2018.

I look forward to reading your application and wish you every success.

Yours sincerely,



John Cregg

Headteacher