



The Redhill Academy

Principal: Andrew Burns BSc MEd
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June 2018

Dear Applicant

**Office Manager / PA to Head of School – 37 hours All Year Round
(Term time+2 weeks considered)**

Required as soon as possible

Thank you for your interest in our recent advertisement for the above position at The Redhill Academy. I have pleasure in enclosing details.

We are seeking to appoint a suitably qualified person to be responsible for leading a highly efficient, effective and flexible team of administrative staff to help the academy function effectively, whilst being an efficient Personal Assistant to the Head of School and administrative support to the Senior Leadership Team.

If you would like to apply for the post, please send your letter of application to the Trust postal address, or to hr@redhillacademytrust.org.uk, clearly demonstrating your suitability for the role, together with the completed application form, to arrive before midday on Monday, 25 June 2018. Please ensure that the post for which you are applying has been stated clearly on the application form.

Due to the number of applications we receive, it is with regret that we cannot respond to every application. Therefore, if you do not hear from me within two weeks of the deadline, please assume that, on this occasion, your application has not been successful.

I look forward to receiving your application.

Yours faithfully

Jack Warren
Operations Manager



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