PRESTON MANOR
An All-through Co-operative School
Carlton Avenue East, Wembley HA9 8NA
Head: Ms Beth Kobel
T: 020 8385 4040 F: 020 8908 2607 E: info@preston-manor.com
www.preston-manor.com

September 2018

Dear Applicant

RE: HR and DATA Assistant

Thank you for your interest in a post at our school and I hope that you will find the enclosed information useful.

This post is an opportunity for you to develop your career in a highly aspirational All-through Co-operative school. Our Lower School currently has children in Reception through to Year 6 and our Upper School continues to develop the potential of our students from the time they join us in Year 7 through to the time many of them leave to take up places at Russell Group universities.

Preston Manor has a creative climate of success with results exceeding national averages among a diverse and truly comprehensive school community. We are proud of the feedback from visitors we often receive on our positive ethos including most recently Ofsted (2016).

Our children and students respond to the challenges of learning with enthusiasm and excitement and are as keen to succeed as their teachers. Teaching and support staff are committed and hardworking, friendly and sociable and there is a strong emphasis on professional development in an innovative and supportive atmosphere.

I do hope that you will consider applying to join this successful and happy school and look forward to receiving your application.

Yours sincerely



Beth Kobel
Head

Healthy Schools Science SPORT ENGLAND The Schools Co-operative Society ssat member LPPA LEADING PARENT PARTNERSHIP AWARD 2015–2018 LONDON SCHOOLS GOLD CLUB Member 2015-2016 TeachFirst Partner School BIG LOTTERY FUND LOTTERY FUNDED