3 January 2018

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Dear Applicant,

**Headteacher’s PA**

B&NES Grade M, points 25-28, 37 hours per week term time only + all INSETs + 10 days, actual salary £20,249 - £22,310 per annum (factor 46.6). Permanent contract. 37 hours per week, 8am – 4pm (variable) Monday – Thursday; 3.30pm finish on Friday. Occasional evening working may be required.

**Closing date: Wednesday 17 January 2018**

Thank you for expressing interest in the post advertised, to start as soon as possible. Your application form and supporting statement (letters of application, maximum 2 sides A4) should be received in the school by **9am on Wednesday 17 January 2018**. Candidates are requested to ensure that letters of application address all areas in the personal specification and job description with clear concise examples of how you meet the requirements of the post. The role is wide and varied and the successful candidate will have to share our vision of how a secondary school should function. You will play an active part in the life of the school and support the various programmes which are run by the school.  Shortlisting will very much relate to how convinced the panel are that you meet the criteria as stated. Please note that no other material (such as testimonials or CVs) will be considered during the selection process.

**The school**

Everyone who works at Ralph Allen School is committed to comprehensive education. We attempt to ensure that all our work is underpinned by the principles of excellence, entitlement and partnership. Through these we see ourselves as working towards equality of opportunity and to providing the best possible education for the students who are our responsibility. Our school ethos is respect, teamwork and personal best.

You would be joining the school at an exciting time in its strategic development. This year Ralph Allen became a founding member of the Palladian Academy Trust, which is made up of Ralph Allen together with other local schools. The school is over-subscribed and has a thriving sixth form. Please look at the school website – [www.ralphallen](http://www.ralphallen)school.com - for further details of the school, OFSTED inspection and exam results.

We do hope that, having read all the details regarding the position and having studied the job description, you intend to apply. You may be assured of a well-considered induction to the school and support for your own professional development. We look forward to hearing from you. If you have not heard from us by 17 January then please assume that your application has not been successful on this occasion.

We take the safeguarding of our students and staff extremely seriously. Prior to appointment, a satisfactory Enhanced Disclosure certificate from the Disclosure and Barring Service will be required for this post.

Yours sincerely

Andy Greenhough

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**Headteacher**