



HR/19-20/Recruit\Head's EA maternity cover

6 February 2020

Dear Applicant

Executive Assistant to the Headteacher (maternity contract)

Thank you for requesting further information about our vacancy.

With this letter please find:

- Information about the post
- Information about the school
- An application form

If you wish to apply, and I hope you will, please complete the application form and add a short statement in support of your application (1-2 sides of A4) in the additional information section of the application form, or on a separate sheet. We will be using the person specification and job description both in our short-listing and the appointment, so please ensure you address the different points somewhere in your form or your statement. The completed application form should be either submitted online, returned to the school addressed to the Headteacher or emailed to s.malone@parkhighstanmore.org.uk.

The closing date for applications is Monday 24 February 2020 at 9am and we plan to hold interviews soon after. Please note that it is standard practice for an enhanced DBS (Disclosure and Barring Service) clearance to be obtained for all staff.

If you have any questions about the post, please do not hesitate to contact me or Caroline Spence, Business Manager.

At Park High we are highly supportive of our staff. We want everyone to be successful and to gain satisfaction from their work. Our designation as an outstanding school is in recognition of our investment in all our staff and students and, if you join us, you will benefit from all that we can offer in terms of support and career development.

I look forward to receiving your application.

Yours sincerely

Mrs Colette O'Dwyer
Headteacher

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Headteacher Mrs Colette O'Dwyer

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