December 2018

Dear Applicant

**Re: Administrative Assistant**

Thank you for requesting an application pack for the post of **Administrative Assistant** at Batley Grammar School.

Batley Grammar School was established in 1612 has been on an exciting journey in recent years since it converted in 2011 from being a 3-18 independent fee paying school to become one of the first Free Schools in the country and the first in Yorkshire. The NOR (4-16) has gradually increased over the last four years and is currently 890 (208 pupils in the primary phase) and will grow to over 900 over the next few years to meet the demand for secondary places. Batley Grammar School is currently going through the process of combining with five other local schools and joining a local MAT.

The school, which has recently had a highly positive Ofsted inspection, has an established reputation for academic excellence and progress, high standards of behaviour and extensive extra and co-curricular opportunities.

We offer:

* A strong leadership team committed to staff development and student outcomes;
* An excellent reputation for extra-curricular opportunities, qualities we wish to preserve;
* A particularly hard working and positive team of staff;
* A most civilised calm and purposeful learning environment with high standards of student and pupil attainment and behaviour;
* Supportive parents and governors and delightful students and pupils.

Making the decision to apply for a ‘new job’ is exciting yet challenging. If you are keen to join our all though Free School we would like to hear from you.

If you should choose to apply for this post please look carefully at the Person Specification and think how best you can demonstrate that you meet these requirements. You need to complete the Application Form and submit an accompanying letter/statement of application, which should be **no more** than two sides of A4 (print size Arial 11pt). Please do not send your curriculum vitae.

We look forward to receiving your application by **12 noon on Wednesday 16 January 2019**. We expect to hold interviews on **Tuesday 22 January 2019.**  We would ask that you contact us immediately if you have prior arrangements that might otherwise make you unavailable for interview on that day.

Yours sincerely



G C Kibble

Headteacher