



Girton Glebe Primary School

Cambridge Road, Girton, Cambridge, CB3 0PN

www.girtonglebe.com

T: (01223) 276484 F: (01223) 276484

E: office@girtonglebe.cambs.sch.uk

Headteacher: Mr Andrew Simpson

Wednesday 20th September 2017

Dear Applicants,

Clubs Coordinator Role, commencing 20 November 2017

Thank you for your interest in the Clubs Coordinator post at our friendly village school. I am pleased to be able to send you our application pack, including application form, person specification and job description.

We are looking for a motivated and enthusiastic candidate to join our busy office team, ensuring our varied programme of extra-curricular clubs runs smoothly and school trips and enrichment activities complement our curriculum.

You are welcome to visit the school by appointment with the school's Office Manager, Mrs Lynnda Osborne, via the contact details above.

Applications should be made on the enclosed application form together with a letter of not more than 1000 words describing how your skills and experience match our requirements. The closing date for applications will be Monday 16th October at 12pm, noon, with interviews week commencing Monday 30th October.

I look forward to receiving your application.

Yours sincerely,

Drew Simpson
Headteacher