

March 2023

Dear Applicant

Purchase Ledger Assistant

Thank you for your interest in our recent advertisement for the above position for The Redhill Academy Trust. I have pleasure in enclosing details.

If you would like to apply for the post, please send your letter of application to the Trust postal address, or to hr@redhillacademytrust.org.uk, clearly demonstrating your suitability for the role, together with the completed application form, to arrive before midday on Thursday 23rd March 2023. Interviews will take place on Tuesday 28th March 2023. Please ensure that the post for which you are applying has been stated clearly on the application form.

Due to the number of applications we receive, it is with regret that we cannot respond to every application. Therefore, if you do not hear from me within two weeks of the deadline, please assume that, on this occasion, your application has not been successful.

I look forward to receiving your application.

Yours sincerely

Matt Davies
Head of Finance