



HR, Central Offices, William Lee Centre, Flatts Lane, Calverton, Notts, NG14 6JZ

Telephone: 0115 6848297

Email: HR@redhillacademytrust.org.uk

September 2021

Dear Applicant

RE: HR Administrator

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 Monday 20th September 2021. 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

Jon French
Director of Operations