



January 2024

Dear Applicant,

I would like to introduce you to Southport Learning Trust which has grown to seven schools since its inception in 2017. Our vision is to empower our communities to positively impact the world and we have an excellent reputation within the communities we serve with all schools judged as Good by Ofsted and oversubscribed.

To support this vision we seek to appoint an exceptional Personal Administrator to work alongside myself and our growing leadership team to ensure we use our resource to maximise the value we deliver to Trust schools and continue to grow.

If you would like to discuss the role or arrange a visit to our Trust Office and meet the team, please do not hesitate to email me at iraikes@southportlearningtrust.org to arrange an appointment. An application form can be found on the Trust website at southportlearningtrust.org. Please return your application by email to recruitment@southportlearningtrust.org. Shortlisting for interview will be based solely on the information you provide on the application form. Please include evidence of how you meet the criteria set out in the person specification, providing examples where possible. We have a strong safeguarding culture and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks, online checks and satisfactory written references which we will apply for prior to the interview.

Southport Learning Trust is committed to the wellbeing of all staff through continued professional development and a comprehensive Employee Wellbeing Assistance Programme and employee benefits.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'I. Raikes'.

Ian Raikes
CEO

