



HR/22-23/Recruitment\HRM

19<sup>th</sup> July 2023

Dear Applicant

**Human Resources Manager**

Thank you for requesting further information about our vacancy.  
With this letter please find available to download:

- Information about the post
- An application form

If you wish to apply, and I hope you will, please complete the application form and add a short statement in support of your application (1-2 sides of A4) in the additional information section of the application form, or on a separate sheet. We will be using the person specification and job description both in our short-listing and the appointment, so please ensure you address the different points somewhere in your form or your statement.

The completed application form should be emailed to [hr@parkhighstanmore.org.uk](mailto:hr@parkhighstanmore.org.uk). The closing date for applications Monday 4<sup>th</sup> September at 9am.

Please note that it is standard practice for an enhanced DBS (Disclosure and Barring Service) clearance to be obtained for all staff.

If you have any questions about the post or would like to visit the school, please do not hesitate to contact Patsy Headlam, Services Manager on the school number.

At Park High we are highly supportive of our staff. We want everyone to be successful and to gain satisfaction from their work. We are committed to investing in all our staff and students and, if you join us, you will benefit from all that we can offer in terms of support and career development.

I look forward to receiving your application.

Yours sincerely

Mrs C O'Dwyer  
**Headteacher**

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Headteacher Mrs Colette O'Dwyer  
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Twitter: [@ParkHighNews](https://twitter.com/ParkHighNews) Facebook: [@ParkHighStanmoreOfficial](https://www.facebook.com/ParkHighStanmoreOfficial) Email: [info@parkhighstanmore.org.uk](mailto:info@parkhighstanmore.org.uk)  
Park High School is a company limited by guarantee registered in England and Wales with registered number 7689613  
Registered office: Thistlecroft Gardens, Stanmore, HA7 1PL

