



Trinity High School

& SIXTH FORM CENTRE

An Independent State Funded Academy



October 2017

Dear Candidate

SCIENCE TECHNICIAN/PROGRESS ASSISTANT

Thank you for your interest in the above post. The following information is available:

- Information about the School
- Job Description(s)
- Person Specification

If you wish to make an application please complete the application form on this site. Please note we are only able to accept applications completed on the TES form. We will not accept CV's or applications via other websites.

Applications should be received by 12.00noon on **Monday 16 October 2017**. Please provide e-mail addresses for your referees.

Please note the following when completing your application. *This is your chance to sell yourself and let us know all about you.*

1. Please complete the whole form, do not leave any sections unanswered
2. Please provide your complete employment history and give reasons for any gaps in employment
3. Please ensure you detail all of the educational establishments attended and include all qualifications including grades
4. In the supporting statement please consider the following:
 - a. Provide a personal statement as to the reasons why you feel you are the right person for the job
 - b. Refer to the job description and comment on how the skills, qualifications and attributes you possess would be relevant to this position
 - c. Refer to the person spec and comment on the essential and desirable and skills you possess and any other attributes you may have that would be relevant
 - d. Provide any further personal information that you think we would like to know about you
5. Failure to complete the application form fully may result in you not being considered for shortlisting

Headteacher: Mr A Ward, B.Mus, NPQH.

Trinity High School & Sixth Form Centre, Easemore Road, Redditch, Worcestershire B98 8HB

Tel: 01527 585859, Fax:01527 65587, Email: office@trinityhigh.net www.trinity.worcs.sch.uk

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I regret that I will not be able to reply to all applicants, so if you are not called for interview within two weeks of the closing date can I take this opportunity of thanking you for your interest in the post. We will also only be able to provide feedback to shortlisted candidates.

Best wishes.

Yours sincerely

A handwritten signature in purple ink, consisting of the letters 'A' and 'W' followed by a long, sweeping horizontal stroke.

Mr A Ward
HEADTEACHER