



Hall Park  
Academy

Hall Park Academy  
Mansfield Road  
Eastwood  
Nottingham  
NG16 3EA

T: 01773 786212

Headteacher: Mr D Crossley - BSc (Hons)

E: [office@hallparkacademy.org.uk](mailto:office@hallparkacademy.org.uk)

Executive Headteacher: Mrs S Dyce - BA (Hons)

W: [www.hallparkacademy.org.uk](http://www.hallparkacademy.org.uk)

December 2021

Dear Applicant

**Attendance Administrator**

Thank you for your interest in our recent advertisement for the above position at Hall Park Academy. I have pleasure in enclosing details.

If you would like to apply for the post, please send your letter of application to me at the Trust postal address, or to [hr@theredhillacademy.org.uk](mailto:hr@theredhillacademy.org.uk), clearly demonstrating your suitability for the role, together with the completed application form, to arrive before midday on Monday 13<sup>th</sup> December 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 please assume, on this occasion, your application has not been successful.

I look forward to receiving your application.

Yours sincerely

Lisa Winters  
Operations Manager

