MAGDALEN COLLEGE SCHOOL BRACKLEY
Founded 1548

Headteacher: Mr I H Colling
Waynflete Avenue, Brackley
Northamptonshire, NN13 6FB
Tel: 01280 846300
E-mail: info@magdalen.northants.sch.uk
Web: www.magdalen.northants.sch.uk

IHC/AB

November 2021

Dear Candidate

RECEPTION/ADMIN ASSISTANT

Thank you for expressing an interest in the above post at this school; I hope you will find the enclosed information interesting.

If you wish to make a visit to the school prior to making an official application, please contact the school on 01280 846300.

Please note that a completed Magdalen College School application form must be submitted via info@magdalen.northants.sch.uk. **CVs are not acceptable and if submitted, will be ignored.** When completing the application form, please ensure the following:

- that you fully complete the section of the application form which sets out your chronological history, ensuring both the month and year of each period of employment etc is stated, and that there are no periods of time unaccounted for
- a letter of application is included (no longer than 2 sides of A4)
- that you supply an email address and daytime telephone number for each of your referees.

For full details and an application form please see our website: www.magdalen.northants.sch.uk
Please also be advised to review our Child Protection Policy which can be found on our website.

I look forward to hearing from you as soon as possible.

Yours sincerely

Ian H Colling

Ian H Colling (Mr)
Headteacher

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