



**Fen Ditton Community Primary School**  
**Horningsea Road Fen Ditton Cambridge CB5 8SZ**  
**Telephone 01223 292342**  
**E-mail: [office@fendittonprimary.org](mailto:office@fendittonprimary.org)**  
**Headteacher: Mr Mark Askew**

7<sup>th</sup> December 2022

**Administrative Assistant, permanent to start as soon as possible, 25 hours per week**

Thank you for your interest in the above post.

Please find enclosed an application form, personal specification, job description, privacy notice for job applicants and the DBS Ex-Offenders policy.

The closing date for receiving applications is 12 noon on Wednesday 18<sup>th</sup> January 2023 interviews will be held on Wednesday 25<sup>th</sup> January 2023.

I look forward to receiving your completed application form and letter of application.  
(no more than two sides)

I will be happy to have a discussion about the post over the telephone.

Yours sincerely,

A handwritten signature in black ink that reads "M. Askew".

Mark Askew  
Headteacher