



BENTON PARK SCHOOL

CREATING A CLIMATE FOR GREAT LEARNING,
SUCCESS AND OPPORTUNITY



September 2017

Dear Colleague

Headteacher's PA

We are delighted you have expressed an interest in the post of Headteacher's PA at Benton Park School and we hope that after considering all the information provided you will decide to make an application.

Benton Park is a very successful, oversubscribed 11-18 comprehensive school situated in north-west Leeds. There are over 1350 students on role including 250 in the Sixth Form. Our vision is to 'Create a climate of great learning, success and opportunity'. As Co-Headteachers we pride ourselves on being an inclusive school where 'students enjoy learning in a harmonious community', (Ofsted 2015) and through highly effective support achieve outstanding outcomes.

We are looking for a colleague who can contribute to ensuring excellent standards in all areas of school life and can form high quality relationships with staff and students.

Benton Park School is a demanding place to work, yet extremely rewarding. Our students are very well behaved and our parents supportive and there are high expectations on all staff.

Please read through the relevant job description and person specification.

If you wish to pursue your interest in the post, please complete the application form, and return it to school by the closing date. If you require this information in a different format, for example, Braille, larger print, please contact Lisa Sykes at the school.

If we have not contacted you within four weeks of the closing date please assume that your application has been unsuccessful.

Please note that it is our policy not to accept late applications except in exceptional circumstances which are outside of your control.

Benton Park School is a school with great ambition. If you feel that you are ambitious and can ensure we are successful in our drive to become outstanding, we look forward to receiving your application.

Headteacher: Miss D Martin

Harrogate Road, Rawdon, Leeds, LS19 6LX Tel: (0113) 250 2330 Fax: (0113) 250 9177

www.bentonpark.org.uk

E-mail: secretary@bentonpark.net

Please send your completed application form and a supporting letter to Lisa Sykes by email lisa.sykes@bentonpark.net by 9am on Friday 22nd September 2017.

Thank you for your interest in this post.

Yours sincerely

Delia Martin

Head Teacher