

December 2021

Dear Colleague

Careers Advisor – Hall Park Academy

Thank you for your interest in the above post. The closing date for applications is 12noon on Monday 3rd January 2022 and interviews will be held shortly after.

To assist you in your application the following is attached:

- Job Description
- Person Specification
- Application Form
- Information on The Redhill Academy Trust

If you would like to be considered for the post, your application should be returned to HR@theredhillacademytrust.org.uk. Your letter should include:

- Your experience of working in a careers, recruitment or training environment.
- Examples of how you have engaged with employers in support of student employability.
- Examples of the types of group-based activities you have designed and delivered.
- Your experience of working with and engaging multiple and diverse client groups.

If you need any further information please contact me via Sarah McNeill at S.McNeill@theredhillacademytrust.org.uk.

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 within two weeks of the deadline, please assume that, on this occasion, your application has not been successful.

Finally, I would like to thank you for your interest in the post and look forward to receiving your application.

Yours sincerely

Steve Bowhay
Trust Careers Lead