September 2019

Dear Applicant

**POST: Administration Assistant**

**Permanent / Full Time**

**37.5 hours per week / 40 weeks.**

Thank you for expressing an interest in the above vacancy. An application pack is attached, as requested.

Please return your completed signed application form by the closing date, Friday 26th September **at 9am** to:

**Mrs Helen Abbott**

**PA to Head Teacher**

**Holsworthy Community College**

**Victoria Hill**

**HOLSWORTHY**

**EX22 6JD**

We will accept your application form by e-mail to [hr@hcc.devon.sch.uk](mailto:hr@hcc.devon.sch.uk) however, we will require the signed document to be sent to us by post. Please ensure you place the correct postage on your application. *(As a guide, at the time of writing, a large letter (A4) up to 100g will cost £1.06 first/83p second class; 101g - 250g will cost £1.50 first/£1.32 second class).*

If you would like confirmation of receipt of your application, please enclose an SAE.

If you have not heard from us within two weeks of the closing date, please assume that on this occasion your application has been unsuccessful.

Yours faithfully



**Andrew Sweeney**

**Head Teacher**

**Holsworthy Community College**