



Kingdown School

Believe | Aspire | Achieve

November 2017

Dear Applicant

Thank you for showing an interest in a vacancy in our School. I hope that you will find the attached information of value.

I am keen to appoint someone with great enthusiasm and drive to join our school business team.

If you feel that you have the qualities we are looking for and you want to work in a large academy school with a comprehensive ethos with a group of dedicated professionals, please read the job advert and the basic job profile carefully and complete the application form, including any additional information about yourself in Section 8 of the application form.

We usually receive a good many applications for the posts that we advertise and really want to appoint the very best person for the job, so please do ensure that your application form does you, your skills, and experience, justice and gives us a really good first impression of you.

Please also include the **full details of at least two referees on section 5.**

We are looking forward to hearing from you.

Yours sincerely

Dave Locke  
**Acting Headteacher**

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