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Trust Central Offices  
William Lee Centre  
Flatts Lane, Calverton  
Nottingham, NG14 6JZ  
Telephone: 0115 9653496  
Email: [hr@redhillacademytrust.org.uk](mailto:hr@redhillacademytrust.org.uk)

February 2021

Dear Applicant

**Trust Attendance Officer - Nottinghamshire**

Thank you for your interest in our recent advertisement for the above position for The Redhill Academy Trust. I have pleasure in enclosing details.

If you would like to apply for the post, please send your letter of application to the Trust postal address, or to [hr@redhillacademytrust.org.uk](mailto:hr@redhillacademytrust.org.uk), clearly demonstrating your suitability for the role, together with the completed application form, to arrive before 12 noon on Friday 26 February 2021.

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.

I look forward to receiving your application.

Yours sincerely

Leanne Parker  
Attendance Director