January 2020

THE ELMGREEN

Dominic Bergin BA(Hons) NPQH
Headteacher

Dear Applicant

Office Manager

Thank you very much for your enquiry regarding the post of Office Manager. Please find enclosed further information which we hope you will find useful.

The Elmgreen School is an 11-18 comprehensive and is the first parent promoted school in England. We are a Specialist School and this is core to the vision and ethos of the school. We are a school that offers excellent opportunities for professional growth in a vibrant urban environment. The Elmgreen motto is, 'We look after ourselves, We look after each other, We look after our school, We look after our community.' If you believe you share those values and want the absolute best for every young person you teach then we are the school for you.

We hope that the information in this pack will encourage you to apply and we look forward to receiving your application. The closing date for applications is midday on Wednesday 22 January 2020.

The post is subject to the vetting procedures required in the DCSF guidance on Safeguarding Children including references and an Enhanced Disclosure from the Disclosure Barring Service.

We hope that we have encouraged you to find out more about The Elmgreen School and thank you for your interest.

Yours sincerely

D Bergin

Dominic Bergin
Headteacher

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