

Gartree High School

Ridgeway, Oadby, Leicester, LE2 5TQ



September 2017

Dear Applicant

Re: POST OF RECEPTIONIST/SCHOOL SECRETARY

35 hours per week (7.30 am – 3.30 pm Monday to Friday, term time only)

Grade 6. Salary: £16,888 - £18,049 pro rata (actual salary £13,259 - £14,170)

Thank you for your interest in the above post.

We want to appoint an optimistic, enthusiastic, and self-motivated person to join our Admin team. This is an exciting time to join a popular, high achieving and consistently oversubscribed school.

If you are interested in applying for this post, then we look forward to receiving your completed application form and letter of application. Your letter of application should be no longer than 1 side of A4. In it we would like you to tell us a little about why you would like this job and outline your experience to date.

The closing date for applications is **12 noon on Monday 2nd October 2017**. If you have not heard from us by Monday 9th October, you should assume that, on this occasion, you have been unsuccessful.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Singleton'.

Sonia Singleton
Headteacher

Headteacher: Ms Sonia Singleton
Deputy Headteachers: Mr Paul Bannister, Mr Ben Rackley
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