

# Gartree High School

Ridgeway, Oadby, Leicester, LE2 5TQ



November 2018

Dear Applicant,

**Re: PA to the Headteacher and School Administration Manager**

Grade 10 (£27,387-£30,762 pa pro rata) Actual salary £24,744 - £28,421

Term time, plus 3 weeks during holiday periods

Thank you for your interest in the above post.

We want to appoint a highly effective and enthusiastic person to lead our Admin team and be PA to the Headteacher. Gartree High School is a popular and high achieving 11-16 secondary school. We are looking for someone with energy and optimism to oversee all aspects of our busy and efficient school office, leading an administration team who support our students, staff and parents. In addition, the successful candidate will work closely with the Senior Leadership Team of the 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 should be no longer than one side of A4. In it we would like you to tell us about your experience to date and why you want this job.

The closing date for applications is **12 noon on Wednesday 21<sup>st</sup> November 2018**, with interviews taking place week beginning Monday 26<sup>th</sup> November. I look forward to hearing from you.

Yours sincerely



Sonia Singleton  
Headteacher

Headteacher: Ms Sonia Singleton  
Deputy Headteachers: Mr Paul Bannister, Mr Ben Rackley  
Telephone: (0116) 2717421 Fax (0116) 2720148  
Email: admin @ gartree.leics.sch.uk Website: www.gartree.leics.sch.uk