Friday 15th October 2021

Dear Applicant

Thank you for taking an interest in our part-time Administrative Assistant vacancy.

Included in this pack together with the letter you should find:

• A job description

• A person specification

• An application form

• Privacy Notice

Please can I reiterate that all sections of the application form must be completed? A CV will not be accepted as an application for this post. Both the job description and the person specification are useful sources of information and can be used to assist you with completing your application form.

The closing date for applications is Monday 1st November 2021 at 10 a.m. Interviews are planned to take on Friday 5 November 2021.

If you have not heard from us by that date please assume that your application is unsuccessful.

We hope that, having read the information, you feel you might have a positive contribution to make to Grangehurst Primary School and we would welcome your application.

Should you require any further information or wish to arrange a visit please do make contact with the school.

Yours sincerely

 Kate Cooke

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School Business Manager