



Head Teacher: Liz Hayes-Jones
Hollyfast Primary School
Hollyfast Road
Coundon
Coventry, CV6 2AH

Tel: 02476332521 email: admin@hollyfast.coventry.sch.uk www.hollyfast.com

Date as postmark

Dear Candidate

PERMANENT FULL TIME ADMINISTRATIVE ASSISTANT

Salary: Grade 3 - £18,933 - £20,092 pro-rata per annum

Term Time only plus 5 staff training days plus 2 weeks holiday cover

Thank you for contacting the school with reference to our advert for an administrative assistant to join our busy and friendly administrative team. We have pleasure in enclosing the following documentation, which is available for your attention:

- Application Form
- Job Description
- Job Specification

This will provide you with some information for your consideration and can be supplemented by visiting our school web site www.hollyfast.com.

If you wish to visit the school, we will be able to look at a pre-arranged visit for you at the end of the school day. If you would like to do so, please telephone 02476 332521 and our administrative team will be happy to arrange a mutually convenient time and date for you to visit.

The closing date is 4pm Thursday 22nd April 2021 and we expect to interview week beginning Monday 26th April. If you do not hear from us by 6th May, we are sorry that on this occasion your application was unsuccessful.

May I take this opportunity to thank you for considering the post and we look forward to receiving your application.

Yours faithfully

Liz Hayes-Jones
Head Teacher

