



Saint Aidan's

Church of England High School

Head: Mr. A.N. Smith

29th June 2017

Dear Candidate

Post: Receptionist (Maternity Leave Cover, 27.5 hours per week, Term time only)

Thank you for your interest in the post of Receptionist at Saint Aidan's. I am proud to be able to lead the school, and believe that it is a great place to work

We are looking for an enthusiastic, polite, articulate and reliable Receptionist to join our Administration Team. As the public face of Saint Aidan's you will be able to work equally well with our students, parents, staff and members of the public. You will be employed for 27.5 hours per week in term time but more hours may be available by agreement if the business need arises. You will be joining a happy, thriving school and a very supportive team.

The post is available because one of our Admin. Team will be taking Maternity Leave.

I hope that, having read the enclosed information, and looked at the information about the school on our website, you feel encouraged to apply for this position.

Completed application forms should be returned to arrive no later than 12 noon on Monday, 10th July 2017. Applications may be submitted by post or by email. Emailed applications should be sent to recruitment@st-aidans.lancs.sch.uk and will be acknowledged on receipt.

Interviews are planned for Tuesday, 18th July 2017 and the successful candidate will start on Monday, 25th September 2017.

I look forward to receiving your application.

Yours sincerely

Mr A N Smith
Headteacher

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