

September 2013

Dear Applicant,

CLERK/ADMINISTRATOR

Thank you for your interest in this key position which is to commence as soon as possible.

Marden High School is a high attaining school which, this year, achieved record breaking GCSE results, making it one of the highest achieving non-selective schools in the North.

Our office and reception staff are the front line at Marden High School. They are the first people that visitors and callers come into contact with and this is why they are such important members of our team.

If after reading the attached material you would like to apply for the post please complete the attached application form and submit it, together with a letter of application, outlining your experience to date, and telling us why you are the perfect candidate for this position. Please do not enclose a CV as it will not be considered. Applications should be emailed to a.davidson@mardenhigh.net or posted to the school address.

The closing date for applications is 9am on Wednesday 9 October 2013. Interviews will be held the following week.

If you would like an informal briefing about this opportunity, do not hesitate to contact me.

Yours faithfully,



Jonathan Morris
Headteacher

All members of staff at Marden High School are periodically required to undergo rigorous safeguarding checks as part of our commitment to the safety and welfare of our students.