



Marden High School

September 2018

Dear Applicant

PA to Leadership Team

Thank you for your interest in this key position which is to commence before Monday 10 December 2018.

Marden High School is highly successful, with examination results well in excess of national standards.

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 e.scott@mardenhigh.net or posted to the school address.

The closing date for applications is 9am on Friday 5 October 2018. Interviews will be held on Thursday 11 October 2018.

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

Yours faithfully

Mr M Snape
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.