

Dear colleague,

I am delighted that you are interested in the temporary post of Cover Supervisor / Administrative Assistant, part time (15 hours per week) at Priestnall School. All appointments are of immense importance to us as a whole school team as they offer the successful candidate the opportunity to contribute to our already very successful school.

This role will provide the post holder with the opportunity to join a vibrant and forward thinking staff and to gain excellent professional development as they progress in their career.

If you are interested in applying for this post, please complete the accompanying application form, including the very important 'supporting evidence' section: in this final section of the form, you should communicate:

- your own personal values and philosophy of education;
- your experience to date and how it has prepared you for this role.

The closing date for the receipt of applications is **noon on Wednesday 8th January 2020**. Completed letters and application forms should be marked for the attention of Mr Craig Burns, Headteacher and either posted to the school address or e-mailed to Mrs Natalie Fitzpatrick, Headteacher's PA at recruitment@priestnall.stockport.sch.uk

Interviews are scheduled to take place on Tuesday 14th January 2020.

I look forward to reading your application and wish you every success.

Yours faithfully,



Mr Craig Burns
Headteacher