



Heron Cross Primary School

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E-mail: heroncross@heroncross.org.uk

Headteacher: Mrs D M Shenton

9 March 2020

Dear Applicant

Appointment of Administration & Finance Assistant

Thank you for your interest in the above position. Please find enclosed an information pack and application form. If you require any further information on the specific duties of the post, please contact our office Manager, Sharon Downing who will be pleased to assist you.

Your information pack contains: School information, application form, job description and a person specification.

Please ensure that all of the application form is completed and that any additional correspondence submitted states only the job title and not your name. Please note that **Curriculum Vitae are not accepted and will not be considered during the shortlisting stage.**

Please ensure that you put the correct postage on the envelope to ensure that your application form reaches us. Completed application forms should be returned to the above address by no later than 4.00pm. on 20 March, 2020. Alternatively, electronic application forms can also be sent to e-mail address fap@heroncross.org.uk. If you require an acknowledgment of receipt of your application, would you please enclose a stamped addressed envelope or request receipt of your electronic application on submission?

Please note that if you are offered this position, you will be required to undertake a criminal records background check (Disclosure and Barring Service), as per our advertisement.

The School anticipates a large number of applications in response to each job advertised and, in the interests of economy, it is not possible to reply in writing to those applicants who have not been selected for interview. If you have not been contacted within one week of the closing date you may assume that, on this occasion, your application has been unsuccessful.

Thank you for the interest you have shown by applying for a position within Heron Cross Primary School.

Yours sincerely

Dorrie Shenton

**Dorrie Shenton (Mrs.)
Head Teacher**



O.W.L. Forest School Excellence Award Scheme™