

20 January 2012

Dear Sir/Madam

Thank you for your interest in the post of Assistant Site Manager. The post is 20 hours per week, term time only. The salary is Grade 6 (£17,161 to £19,126 pro rata).

I enclose a job description about the post and an application form. Please note that the closing date is Friday 3 February 2012.

Interviews for the post will be held during the week beginning 6 February 2012. If you have not heard by this time please assume that your application has been unsuccessful.

The school very much looks forward to the strengths the successful candidate will bring to this post. The school offers a positive environment and challenging, worthwhile opportunities for development. If you remain interested in this post I very much look forward to receiving your application.

Yours sincerely

Joan Lee
Business Manager