KING EDWARD VI SCHOOL LICHFIELD
Upper St John Street, Lichfield, Staffordshire WS14 9EE
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Email: office@kingedwardvi-lichfield.staffs.sch.uk
Headteacher: Ms J Rutherford BA (Hons)

JJR/CAS

November 2018

Dear Applicant

Clerical Assistant – Examinations Administration, Grade 3 – Part-time, Casual

Thank you for your interest in the above post. I hope you will find all the information you need on our website. We are required to use generic job profiles and we will need the post holder to carry out administrative duties as described in the advert, together with any other tasks that are relevant to this role.

Please do not hesitate to get in touch with the school if there is any further information which you require to assist you in making an application. Visits to the school are welcome by appointment. As stated in the advertisement for the post, the closing date for receipt of applications is 12 noon on **Monday 3 December 2018**. After the closing date we shall begin short-listing and interviews will be scheduled for **Tuesday 11 December 2018.** Any candidates who have not been contacted within 28 days of the closing date should assume that, on this occasion, their application has not been successful.

King Edward VI School is a thriving, successful, highly respected and over-subscribed 11-18 school which serves the south-eastern part of the city of Lichfield and a number of surrounding villages. We are immensely proud of our traditions which go back a long way, but equally proud of our forward-looking and innovative team of staff who work very hard to keep us at the forefront of educational developments. We aim to provide an all-round education of the highest quality for our students and work hard to strengthen links with the families who entrust their children to us.

We are keen to appoint hard-working, committed and enthusiastic staff who share our values and are prepared to work as members of a team to help move our school forward into the next stages of its development. If you feel that this is the school that you would like to work in then please complete the application form and recruitment monitoring form in full, sign them and send them back to us, preferably by email. It would be helpful if you could include with your application a covering letter giving information on:

- why you are particularly interested in the post;
- what particular strengths and qualities you feel you could bring to the school;
- the contribution and ideas you would feel confident in making to the development of your department and the wider school.

Thank you for the interest which you have shown in this post.

We look forward to hearing from you.

Yours sincerely

Jane Rutherford (Ms)
Headteacher

Staffordshire County Council
Microsoft IT Academy Program Member
MUSIC Mark
THE DUKE OF EDINBURGH'S AWARD
National Forest Teaching School
Anti Bullying Pledge School