KING EDWARD VI SCHOOL, LICHFIELD
ASPIRATION, BELONGING, COLLABORATION

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CCF/JED

October 2026

Dear Applicant

Governance Professional – Administrative Officer - Required by 4 January 2027
Permanent – Part time – equivalent to 7 hours per week

Thank you for your interest in the above post. I hope you will find all the information you need on our website King Edward VI School Lichfield. 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. As stated in the advertisement for the post, the closing date for receipt of applications is **Thursday 5 November 2026 at 9.00am and interviews will be held on Monday 16 November 2026**.

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. Please also note that if you are shortlisted for the role, we may conduct an online search as part of our due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which may indicate that you are unsuitable to work with children, and that we may want to explore with you at interview.

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 and ensure that our students receive an all-round education of the highest quality and that their families feel secure and confident in entrusting 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.

We look forward to hearing from you.

Yours sincerely

CForster

Catharine Forster
Headteacher