

November 2016

Dear Candidate

### Office Manager Maternity Leave Post

Thank you for your interest in school. Hexham Priory School is a school for pupils with severe learning difficulties, some of whom also have profound and multiple learning difficulties aged 2-19 years. We currently have 85 pupils on roll. To find out more information on school, please go to our school website at [www.hexhamprioryschool.co.uk](http://www.hexhamprioryschool.co.uk) and peruse the contents. Please watch our DVDs and read (and comment on if you would like!) our blog. This will hopefully inform you about school and the activities that our pupils take part in both curricular and extra-curricular.

Completed forms should be emailed to us at [admin@hexham.northumberland.sch.uk](mailto:admin@hexham.northumberland.sch.uk). Candidates who are invited for interview will be asked to sign the application forms when they come into school. Please ensure that you return the criminal records declaration form and disclosure by association form together with the application form to enable your application to be considered. Please also ensure that you note an email address for each of your referees for ease of contact.

Shortlisted candidates will of course be invited to look around the school prior to their interview, but if you wish to discuss the vacancy, please do not hesitate to contact Dianne Oldham or Laura Turnbull in the School Office.

The closing date for applications is midday on Friday 16 December 2016 and we look forward to hearing from you before that date. We expect shortlisting to take place as soon as possible in the New Year with interviews taking place early in January 2017.

Yours sincerely

Michael Thompson

**Michael Thompson**  
Head Teacher