



Dear Applicant,

Thank you for considering the fixed term Admin Assistant position at Swansfield Park Primary School. We would be delighted to receive your application and are excited about the prospect of welcoming a new member to our administration team.

We are committed to excellence in every aspect of school life, and we believe that our administrative team is key to achieving this. You will play a crucial role in ensuring the smooth running of our school, supporting our mission to provide outstanding education. You will be part of a dedicated team that takes pride in creating a positive and supportive atmosphere for both staff and pupils.

At Swansfield Park Primary School, we pride ourselves on our warm and inclusive community. From day one, you will feel the friendly spirit that makes our school a fantastic place to work. Our staff, pupils, and parents work together to create a supportive network that feels like family.

If you are passionate about working in a friendly and dynamic environment and share our values of dedication, teamwork, and excellence, we invite you to apply for this position.

Please find enclosed the application pack for the Admin Assistant position. We kindly request that you complete and return it to us by no later than midday on Friday 28th June 2024. Interviews will be held on Thursday 4th July 2024.

A visit to our school is encouraged and appointments can be made by calling 01665 602267.

We are committed to safeguarding and promoting the welfare of children and young people, and we expect all staff to share this commitment. An enhanced criminal records check is required for this post. Further information about the school can be found on our website.

Thank you for considering joining our team at Swansfield Park Primary School. We look forward to receiving your application and the opportunity to discuss how you can contribute to the success of our school.

Yours sincerely,

Angela Jefferies
Chair of Governors

Head Teacher: **Mrs A-M Grimes** BA(Hons) PGCE

