



HR Shared Services, William Lee Centre, Flatts Lane, Calverton, Notts, NG14 6JZ

Telephone: 0115 6848297

Email: HR@redhillacademytrust.org.uk

February 2019

Dear Applicant

Exams Manager Data/ Admin Assistant

Thank you for your interest in our recent advertisement for the above post at Brookfield Community School.

If you would like to apply for the post, please send your letter of application to Nicola Powell, Redhill Academy Trust, HR Shared Services, William Lee Centre, Flatts Lane, Calverton, Nottingham, NG14 6JZ, or by email to hr@redhillacademytrust.org.uk clearly demonstrating your suitability for the role, together with the completed application form, to arrive before midday on Friday 8th March 2019. Please ensure that the post for which you are applying has been stated clearly on the application form.

Interviews for the post will take place as soon as possible after the closing date. Due to the number of applications, we receive, it is with regret that we cannot respond to every application. Therefore, if you do not hear from me within six weeks of the deadline, please assume that, on this occasion, your application has not been successful.

I look forward to receiving your application.

Yours sincerely

Mr R Cronin
Acting Headteacher