



July 2020

Dear Applicant

**Receptionist/Administrator (Maternity Cover) – 37 hours (term time only)**

Thank you for your interest in our recent advertisement for the above position for The Redhill Academy. I have pleasure in enclosing details.

We are seeking to appoint a suitably qualified person to be part of our front office team, to be the first receptionist to all visitors and to provide administrative support to the academy.

If you would like to apply for the post, please send your letter of application to the Trust postal address, or to [hr@redhillacademytrust.org.uk](mailto:hr@redhillacademytrust.org.uk), clearly demonstrating your suitability for the role, together with the completed application form, to arrive before midday on Wednesday 28 July 2020. Please ensure that the post for which you are applying has been stated clearly on the application form.

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 two weeks of the deadline, please assume that, on this occasion, your application has not been successful.

I look forward to receiving your application.

Yours faithfully

Jack Warren  
Operations Manager