September 2025

Dear Applicant,

Receptionist/ Admin Assistant

Required for: As soon as possible

Thank you for requesting an application pack for the above post as currently advertised.

Please find enclosed an application pack which contains the following information:

* Person Specification and Job Description
* Application Form

To apply for this post, as well as completing the enclosed application form, you should also submit a supporting letter of application (maximum of 2 sides of A4), stating clearly how you meet all of the essential requirements listed on the Person Specification and referring closely to the other information supplied (please see the attached information to candidate sheets for advice on how best to complete).

All our policies and procedures can be accessed here:

<http://www.sandhillview.com/the-academy/school-policies/>

**Applications should be returned no later than 9.00am on Monday 6th October 2025.**

**Please note, applications submitted by email should be sent to Sam Ferry, Head of HR and PA to Joanne Maw: Sam.Ferry@aspirenortheast.co.uk**

Yours sincerely,

Mrs Dodd

Headteacher