2nd July 2020

Dear Applicant

**Re: Appointment of School Administrator (Grade E, Permanent, 37 hrs per week, term-time only plus two weeks) (Springhead Special School) required as soon as possible**.

Thank you for the interest you have shown in the advertised post. This letter is to give you some further information about Springhead School. Please also see our website <http://www.springhead.n-yorks.sch.uk/> and / or our Facebook page [www.facebook.com/springheadschool](http://www.facebook.com/springheadschool) .

Springhead School is an outstanding school (Ofsted March 2018), and is regularly over-subscribed. Always an enterprising and dynamic school, you would be joining the school to work on both the Main site at Barry’s Lane and the Sixth Form department based on Lady Edith’s Drive which opened in September 2017. Springhead is a positive and friendly place to work, with a clear ethos based on unconditional positive regard for our pupils and families. This role will support the Headteacher and School Business Manager.

We are looking for an enthusiastic, hard-working and resilient person who likes being around children and young people and who can work with others cheerfully. The successful applicant will be happy to juggle various commitments and sometimes work to tight deadlines.

Applications will need to be returned by Sunday 12th July 2020. Please note, the school will need to take up references immediately so please note this and inform your referees accordingly.

Finally, I would like to thank you for your interest. I hope you are encouraged to apply. In the interests of economy if you do not hear from us within two weeks of the closing date please assume your application has not been successful. Should you be called to interview you will be contacted with full details. Either way, I would like to take this opportunity to wish you all the best in your career.

Yours sincerely



Sue Rose

Acting Headteacher