
Our ref: RH/ES
Direct Dial: 01933 221417
Email: personnel@hattonacademy.org.uk

December 2018

Dear Applicant

Ref: Assistant to the Senior Leadership Team – Oakway Academy

I am delighted you have shown an interest in the post of Assistant to the Senior Leadership team Oakway Academy. We are seeking an enthusiastic and reliable person to provide high quality secretarial and administrative support to our Senior Leadership Team. This busy and varied role demands applicants who are self-motivated and confident with strong organisational skills. Applicants must have proven recent experience of working successfully in an administration role and a good understanding of confidentiality / data protection and its boundaries.

You will find a job description and further details about the post and the academy from the information provided as part of this pack. You are also encouraged to visit the academy for an informal chat and/or a look around. If you require further information contact Elaine Snell, Personnel Manager (personnel@hattonacademiestrust.org.uk) or 01933 221417.

I look forward to receiving your application by the closing date of Monday 14th January 2019 at 9.00am. Please use the Hatton Academies Trust support staff application form and attach a CV or additional sheets if required.

Your application should be sent to personnel@hattonacademiestrust.org.uk.

Yours faithfully



Rob Hardcastle
Head of Primary Education