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Our ref: SC  
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March 2019

Dear Applicant

**Re: After School Club Leader - Victoria Primary Academy**

Thank you for your interest in the post of After School Club Leader at Victoria Primary Academy.

We have an exciting opportunity to appoint an organised, enthusiastic and reliable After School Club Leader. The hours for this position are 3.15pm to 5.00pm Monday to Friday, term time only. If you are looking to take on a new challenge, then this could be the role for you!

Candidates must have at least Level 2 qualifications (including English and Maths) and proven experience of working with or caring for primary aged children.

The successful applicant will be required to complete an enhanced Disclosure Bureau Service check (DBS) and any offer of employment is subject to satisfactory references and occupational health clearance.

You will find a job description and further details about the post and the academy from the information provided as part of this pack. In addition, please take a look at our applicant information booklet which explains the benefits of working for our Trust - <http://www.hattonacademiestrust.org.uk/working-for-us/vacancies/>

I look forward to receiving your application by the closing date of Monday 25<sup>th</sup> March 2019 at 9.00am. Please use the Hatton Academies Trust non-teaching staff application form and attach a CV or additional sheets if required. **Your application should be emailed to [personnel@hattonacademiestrust.org.uk](mailto:personnel@hattonacademiestrust.org.uk).**

Yours faithfully

**Mrs S Caffel**  
**Personnel Assistant**