

Our ref: SC
Direct Dial: 01933 221415
Email: personnel@hattonacademiestrust.org.uk

April 2019

Dear Applicant

Re: Attendance & Welfare Officer – Sir Christopher Hatton Academy

Thank you for your interest in the post of Attendance & Welfare Officer at Sir Christopher Hatton Academy.

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 Friday 26th April 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.

We are unable to accept applications by CV only.

Yours sincerely

S. Caffel

Sarah Caffel
Personnel Assistant