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Ashdown House
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December 2018

Dear Applicant

Administrative Officer – Westlands Primary School

Thank you for your enquiry about this vacancy.

Please find enclosed an application form and details of the post.

Should you wish to apply I would be grateful if you could complete the application form and return it with a covering letter, on not more than one sheet of A4, outlining why, in your opinion, you would be the right person for this post.

The closing date for applications is 10th December 2018 at 12 noon.

Interview date: TBC

Westland Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts are subject to an enhanced DBS check.

As a school dedicated to the principle of equal opportunities we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

I look forward to receiving your application.

In view of the large number of applications received we are unable to reply to each applicant individually. If you have had no response from us within four weeks of the closing date, please assume you have been unsuccessful.

Please be assured however that each application will be carefully considered.

Thank you for your interest in Westland Primary School.

Yours sincerely



Mr S Payne
Head of School
Westlands Primary School

