



THE WHITSTABLE SCHOOL

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www.thewhitstableschool.org.uk | Headteacher: Mrs A M Gibson MA | @TheWhitSchool

August 2019

Dear Applicant

RE: Administration Assistant

Thank you for expressing an interest in the advertised vacancy for an Administration Assistant.

As a school, we are extremely proud of the rapid developments we are making. We have received a 'Good' Ofsted judgment in our last inspections and our ethos is fixed on continual improvement. The school has exciting plans to expand and become a flagship school that promotes the arts. Therefore, we very much welcome applications from dedicated individuals who would like to join our highly skilled and committed staff.

Should you wish to apply, we 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 Whitstable School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, all posts are subject to an enhanced DBS check and references.

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.

We very much look forward to receiving your application.

Yours faithfully

Mrs A M Gibson
Headteacher

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