

September 2021

Applicant for the Receptionist/Office Administrator Post

Dear Sir or Madam

**RECEPTIONIST/OFFICE ADMINISTRATOR**

**Permanent, Part Time Contract (30 hours per week), Term Time Only**

**Grade 4 Level 1 - 4 £18,865 to £20,013 per annum, reduced pro rata**

**Actual Salary £13,119 to £13,918 per annum**

*New appointments are paid at Level 1 of the Grade*

Thank you for your interest in our Receptionist/Office Administrator post at Millthorpe School.

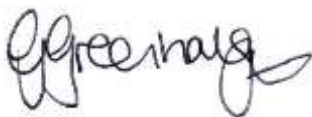
Your application should be made on the form provided, to be received in school by midnight on Sunday 26 September 2021. Please outline in your application the experience, skills and interests which you could bring to Millthorpe.

I realise making an application for a post is very time consuming and, if indeed you do formally apply, I thank you most sincerely. For our part, we will acknowledge receipt and consider all applications absolutely thoroughly.

Interviews are due to be held either during week commencing Monday 27 September or Monday 4 October 2021. If you have not heard from me again by the 1 October 2021, you may assume that you have not been shortlisted for interview and I wish you well in your career search.

I look forward to receiving your application.

Yours faithfully



**Gemma Greenhalgh**  
**Headteacher**

Encs: Job Description  
Application Form and Equal Opportunities Monitoring Supplement