

Our Ref: GEG/LAB

February 2019

Applicant for the post of Student Support Officer

Dear Sir or Madam

Student Support Officer

Permanent, term time only post (37 hours per week)

Grade 7 Level 1 - 4 (£23,381 to £25,826 per annum) reduced pro-rata

Actual Salary: £19,784 - £21,853 per annum

New appointments are paid at Level 1 of the Grade.

Thank you for your interest in the Student Support Officer role at Millthorpe School. I enclose further details, as requested.

Your application should be made on the form provided, to be received in school by midnight on Sunday 3 March 2019. 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.

An Interview date will be notified to shortlisted applicants however, if you have not heard from me again by Friday 8 March, please assume that you have not been shortlisted for interview.

I look forward to receiving your application.

Yours faithfully



Gemma Greenhalgh
Head of School

Encs: Generic Job Description
General Details
Application Form and Equal Opportunities Monitoring Supplement