

9th November 2017

Dear Applicant

Ref: **Job Title:** **Administrative Assistant / Grade 4 Salary: £16,491 - £17,419**

Contract: **1 Year fixed term**

Thank you for your interest in the Administrative Assistant post Monkseaton High School.

I am sending you a range of information about our school which aims to provide you with a sense of our context, and may help you in your decision to apply. A range of further information about the school can also be found on our website at www.monkseaton.org.uk

Monkseaton High School has been on an exciting improvement journey and in February 2016 was judged by Ofsted to be an outstanding school. Over recent years we have seen the progress and achievement of our students continue to improve and our results place us in the top 13% of schools for progress made by all students. Governors are keen to appoint an individual who is dedicated to improving the life chances of young people within your school and whom can embody and support our school ethos, to work alongside colleagues in a successful and popular department to build on and maintain the school's outstanding performance and strengths and take it to the next stage of its development and beyond in an ever changing educational landscape.

This is happy school in which children enjoy their learning and staff enjoy working. The post offers an exciting opportunity for a highly motivated and committed individual that has a proven track record of working alongside others. The success of our school is built on the foundation of strong relationships and an ethos of support that underpins all that we do. There is a strong culture of mutual respect and a belief that all young people can and should be given the opportunity to achieve their full potential. The successful applicant will demonstrate such values and make an outstanding contribution to our school community.

If, after reading the information provided you decide you would like to apply for the post, please ensure you complete the attached application form and provide a covering letter. Within this you should identify your experience to date and an example of an inspirational piece of work you have undertaken with children and young people. This should not exceed 1200 words.

We are committed to safer recruitment and request that the application form be completed in full.

Applications should be returned to the school by 10am 23rd November 2017. Your application may be submitted either electronically to: recruitment@monkseaton.org.uk or in paper form marked for the attention of Mr S Peel, School Business Manager.

We expect to interview shortlisted candidates no later than the week commencing the 27th November 2017. If you have not heard from us then you may assume that your application has been unsuccessful.

I look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Tracy Crowder', followed by a period.

Tracy Crowder
Headteacher