November 2019

Dear Candidate

**Re: Administrative Officer Position – February 2020**

Thank you for your interest in the post of: **Administrative Officer.**

I hope the information contained in this pack will give you a clear picture of our school and our commitment to ensuring that all pupils achieve success in learning.

Your pack should contain:

* Job advert
* Job description
* Person Specification
* Hammersmith & Fulham application form
* Equal Opportunities Policy
* Safer Recruitment Policy
* Our most recent Ofsted Report

**Please note that the closing date for your application is: 12 noon on Friday 10th January 2020.**

**The interviews are planned for: Tuesday 14th January 2020.**

I look forward to receiving your application.

Yours sincerely

Claire Maynard

Headteacher