



November 2023

Dear Applicant

Inclusion Team Administration Assistant

Thank you for your enquiry regarding the above post at Wellington School.

Please find enclosed an application form, job description and person specification.

Candidates should include details of the following in their application:

- a. Their personal skills and abilities as applicable to the post.
- b. Any experience relevant to the post.

The application form, should be returned to the School by Friday 8th December.

Thank you for your interest in this post. We would advise that only candidates who are shortlisted for interview will be contacted.

Yours faithfully,

Stuart Beeley
Headteacher