



July 2025

Dear Applicant

Administrative Assistant

Thank you for your enquiry regarding the post of Administrative Assistant 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 noon, Tuesday 19th August 2025.

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