

Wellington School

Honesty Community Excellence Fairness Endeavour



February 2026

Dear Applicant

Teacher Support/Admin Assistant

Thank you for your enquiry regarding the post of Teacher Support/Admin Assistant.

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 on Wednesday 25th February 2026.

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

11-18 Academy | Headteacher: Mr S P Beeley
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