22 April 2024

Dear Prospective Candidate,

Thank you for your interest in the post of Administrative Support Assistant. We are seeking to appoint an enthusiastic and friendly administrative support assistant to work as part of our admin team. The successful applicant should have excellent administration and organisational skills, and the ability to liaise and work successfully with parents, class teachers, support staff and children, following school practice and policies.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check. We promote diversity and want a workforce which reflects the population of Leeds.

Otley All Saints CE Primary School offers an excellent environment, with well-motivated pupils and supportive parents and governors. Our website can provide a sense of the school, but we also warmly encourage interested individuals to visit in person.

I hope that you will consider completing an application. This should be returned to the school office or by email [office@otleyallsaints.co.uk.by](mailto:office@otleyallsaints.co.uk.by) **Monday 29th April.**

I look forward to hearing from you.

Yours sincerely,

Luisa Di Palma-Heath

Headteacher