

September 2021

Dear Candidate,

I am delighted that you are interested in the post of **Attendance Officer**, full time, permanent (term time + 1 week) at Priestnall School. All appointments are of immense importance to us as a whole school team as they offer the successful candidate the opportunity to contribute to our already successful school as we aim to improve even further.

This role will provide the post holder with the opportunity to join a vibrant and forward thinking staff and to gain excellent professional development as they progress in their career.

If you are interested in applying for this post, please complete the accompanying application form, including the very important 'supporting evidence' section: in this final section of the form, you should communicate:

- your own personal values and philosophy of education;
- your experience to date and how it has prepared you for this role.

The closing date for the receipt of applications is **9am on Tuesday 12<sup>th</sup> October 2021**. Completed application forms should be marked for the attention of Mr C Burns, Headteacher and either posted to the school address or emailed to [recruitment@priestnall.stockport.sch.uk](mailto:recruitment@priestnall.stockport.sch.uk)

Interviews are scheduled to take place week commencing 18<sup>th</sup> October 2021.

I look forward to reading your application and wish you every success.

Yours faithfully,



**Craig Burns**  
Headteacher