

May 2022

Dear Applicant

Position: Cover Supervisor
Closing Date: Monday, 6th June 2022

Thank you for your interest in the above post at Wollaston School.

Please find enclosed – if this application has been posted to you – an application form (with guidance notes for completion at the end) together with a job description/person specification for this role. Alternatively, each of these documents can be found on the 'Vacancies' section of the school website.

We do require all candidates to complete and submit a support staff application form prior to the closing date for this post, which should either be returned directly to the school address (given above) or can be submitted electronically to Mrs Louisa Nixon, HR & Operations Manager: nixonl@wollaston-school.net. In your application, you are advised to clearly identify how you meet the requirements of the post as outlined in the person specification.

Interviews are likely to be held in week beginning Monday 13th June 2022; and all invited candidates will be contacted directly after our shortlisting stage is complete. If you are not selected for interview in due course, then could I thank you in advance for the interest you have shown in Wollaston School by making an application to join us and wish you every success in the future.

We look forward to hearing from you.

Yours sincerely,



Mr James Birkett
Headteacher & CEO of The Nene Valley Partnership