



September 2025

Dear Applicant

Trainee Exams Officer – Skipton Girls' High School

Thank you for your interest in the post of Trainee Exams Officer, which offers the successful candidate the opportunity to work in this vibrant and forward-thinking school. **Full accredited training will be provided.**

To assist with your application, we have enclosed a person specification and further information about the school. You may also want to visit the school website at www.sghs.org.uk

We look forward to receiving your completed application, which must be accompanied by a supporting letter of no more than two sides of A4.

We encourage you to visit our school, visits can be arranged through my PA, Christine Simmonite, who can be contacted at simmonitec@sghs.org.uk

Please complete the application on Every candidate portal and email your covering letter to recruitment@nsat.org.uk, and to arrive no later than **19th October 2025**, interview date **w/c 20th October 2025**.

Once again, thank you for your interest in the post; we look forward to hearing from you.

Yours faithfully

Martha Featherstone
Headteacher