

July 2025

Dear Applicant

General Office Clerical Assistant

Thank you for your enquiry regarding the above post.

Please find the following enclosed:

- Welcome to Brighouse High School – Applicant pack

Including

- The job description
- Person Specification

The following are available to download from the school website

- Staff Prospectus
- OFSTED Report 2022
- School Child Protection Procedures & Safeguarding Policy
- An application form

Method of application

Applicants are asked to complete ***all*** relevant sections of the standard application form. A CV is not required. You should enclose a letter of application which briefly summarises your career/experience and why you think you would be suitable for the job. The deadline for receipt of applications is **Midday** on Friday 25th July 2025.

Due to time constraints, feedback will only be provided to those applicants who reach interview stage.

Yours faithfully,



Richard Horsfield
Headteacher