



## Office Administrator

12<sup>th</sup> September 2024

Dear Applicant,

Thank you for your interest in the post of Office Administrator which offers the successful candidate the opportunity to work in this school.

To assist with your application and give further background information on the post we have enclosed details of the job description and personal details required. You may also want to visit the school website at [www.willowtreeprimary.co.uk](http://www.willowtreeprimary.co.uk)

We look forward to receiving your completed application form.

Please fully complete the application form [here](#) by 11.59pm on Sunday 29<sup>th</sup> September 2024, interviews will take place on Wednesday 2<sup>nd</sup> October 2024.

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

Yours sincerely,

Jenn Plews  
Chief Executive Officer

**Northern Star Academies Trust**

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