



Office Administrator

23rd July 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

We look forward to receiving your completed application form.

Please complete the application form on Every by midnight on Sunday 8th September 2024. Interviews will take place on Wednesday 11th September 2024.

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

Yours sincerely,

Mr Robert Mold
Headteacher

Northern Star Academies Trust

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