



St Ann's School

Springfield Rd

W73JP

020 8567 6291

adminmail@st-anns.ealing.sch.uk

www.stannsschool.co.uk

Head Teacher: Mr. Timmy Holdsworth

June 2024

Dear Applicant

Thank you for your interest and request for an application pack for the post of PA to the Headteacher & Leadership Team / Pupil Data Administrator at St. Ann's School.

I enclose an application form, a job description and a person specification.

Please ensure that when writing your supporting statement you address all the Person Specification points individually. Your statement will be used by the selection panel to compose the short list and if you do not address each of the points on the person specification you will not be called for interview.

Short listing will take place on Thursday 27th June 2024 and applicants called for interview will be contacted by close of business on Friday 28th June. If you have not heard from us by the end of 28.6.2024 please assume that on this occasion you have not been successful.

A group visit for applicants has been organised on Monday 24th June at 10.00am. Attending this visit is strongly recommended although it is not part of the interview process. Please email the school office to confirm that you would like to attend this visit.

Interviews will take place on Monday 1st July 2024. The schedule for interviews will be advised to successful applicants on 28.6.24 and applicants must be available to take part in interviews on 1.7.24.

I look forward to receiving your completed application form which must reach school by midday on Thursday 27th June 2024. Please email your completed application form to davery@st-anns.ealing.sch.uk.

Yours faithfully

Latha Iyer-K
School Business Manager.



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