

October 2024

Our Ref: CH/LK

Dear Colleague

Thank you for enquiring about the vacancy for the post of PA to the Principal/Personnel Administrator at Litherland High School.

I attach the following:  
Specific information about the post  
An application form  
Equal opportunities monitoring form

Further information about the School, including a link to our OfSTED report, can be found at [www.litherlandhigh.com](http://www.litherlandhigh.com)

Please complete the application form and return it, together with a **separate letter of application, by 12 noon on Monday 4<sup>th</sup> November 2024.**

In your letter, please indicate:  
Your previous experience which you consider to be relevant to the post.  
How your skill set ensures you will be successful in this post.  
How you could contribute to the school becoming outstanding.

I look forward to receiving your application. Once again, thank you for your interest.

Yours sincerely



Mrs C. Hallwood  
Principal