



**NORTHERN STAR ACADEMIES TRUST  
GREATWOOD COMMUNITY PRIMARY  
SCHOOL & NURSERY**

Pinhaw Road, SKIPTON, BD23 2SJ

Tel: 01756 793609

Headteacher: Mrs Jonelle Yeoman

Website: [www.greatwoodcommunityprimary.co.uk](http://www.greatwoodcommunityprimary.co.uk)

January 2025

Dear Applicant,

Thank you for your interest in the post of Receptionist & Administrative Assistant, 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 on the job description and information about the school. You may also want to visit the school website on <https://www.greatwoodcommunityprimary.co.uk/our-school/vacancies/>.

We look forward to receiving your completed application form.

Please fully complete the online application form by the closing date. CVs are not accepted.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J. Yeoman', with a long horizontal flourish extending to the right.

Mrs Jonelle Yeoman  
Headteacher