



THE
BOLSOVER
SCHOOL

The Bolsover School

Mooracre Lane

Bolsover

Chesterfield

S44 6XA

01246 822105

info@thebolsoverschool.org.uk

www.thebolsoverschool.org

Headteacher: Mr M Hall

Executive Headteacher: Mr T Croft

July 2022

Dear Applicant

Receptionist – required as soon as possible

Thank you for your interest in the above position. The closing date for applications is 12 noon on Friday 12th August, 2022. Interviews will take place on Wednesday 17th August, 2022.

To assist you in your application, the following is enclosed:

- Person Specification
- Job Description
- Application Form

If you would like to apply for the post, please send your letter of application to by post to HR Shared Services, William Lee Centre, Flatts Lane, Calverton, Nottingham, NG14 6JZ or to hr@redhillacademytrust.org.uk clearly demonstrating your suitability for the role, together with the completed application form. Please ensure that the post for which you are applying has been stated clearly on the application form.

Due to the number of applications we receive, it is with regret that we cannot respond to every application. Therefore, if you do not hear from us within six weeks of the deadline, please assume that, on this occasion, your application has not been successful.

Finally, I would like to thank you for your interest in The Bolsover School and look forward to receiving your application.

Yours sincerely

Mrs A White
Operations Manager