Ref: CRE/SRO

September 2023

Dear Candidate

**Vacancy: Reflect Room Manager**

Thank you for taking an interest in the post of Reflect Room Manager. We are looking for someone who can provide effective wellbeing and academic support to students who are withdrawn from mainstream lessons for short periods of time.  Additionally, we are looking for someone who can provide administrative support to ensure that a targeted group of students are able to have positive outcomes.

This role will be responsible for managing all aspects of the Reflect Room, including liaising with staff, arranging bookings and ensuring students are completing relevant work. The post holder will provide students with a high quality, personalised learning experience which contributes to their continuing education.

The post is an exciting and challenging one.  You will be expected to show initiative and adopt a flexible approach to your work.  We are looking for someone who is dedicated and hardworking, and someone who enjoys, even relishes, a school environment.

In return you will get to work in a fantastic Academy, populated by bright and enthusiastic young people.  The staff will make you welcome and will support you. Additionally, you will have access to a wide range of training opportunities.  I would urge you to have a look at our web site which will give you a flavour of what we do and our passion for supporting the young people in our care.

If, after reading this letter and the information about the academy, you would like to join us please complete the application form and submit a letter of application of no more than 2 sides of A4.  In it you should address these 2 questions;

**Why do you want to be Reflect Room Manager at the Clayton Hall Academy and the qualities you have that make you the ideal candidate for this position?**

The closing date is 9am on Monday 2nd October.Interviews will take place on Monday 9th October, or sooner should a suitable candidate application be received.

Yours sincerely

Caty Reid

Principal