



November 2024

Dear Applicant

**Student Progress Assistant (fixed term to 31<sup>st</sup> August 2025)**

Thank you for your interest in the post of Student Progress Assistant, which offers the successful candidate the opportunity to work in this vibrant and forward-thinking school.

To assist with your application, we have enclosed a person specification and further information about the school. You may also want to visit the school website at [www.sghs.org.uk](http://www.sghs.org.uk)

We look forward to receiving your completed application, which must be accompanied by a supporting letter of no more than two sides of A4.

We encourage you to visit our school, visits can be arranged through my PA, Christine Simmonite, who can be contacted at [simmonitec@sghs.org.uk](mailto:simmonitec@sghs.org.uk)

Please complete the application on the Every candidate portal and email your covering letter to [recruitment@nsat.org.uk](mailto:recruitment@nsat.org.uk), and to arrive no later than **24<sup>th</sup> November 2024**, interview date to be confirmed.

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

Yours faithfully

Martha Featherstone  
Headteacher