



October 2025

Dear Applicant

Part time Student Services Admin Assistant – Skipton Girls' High School

Thank you for your interest in the post of Student Services Admin Assistant, which offers the successful candidate the opportunity to work in this vibrant and forward-thinking school. This post is worked one day a week, on a Friday.

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

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

Please complete the application on Every candidate portal and email your covering letter to recruitment@nsat.org.uk, and to arrive no later than **16th November 2025**, 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