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June 2021

## Dear Applicant

## **House Support Assistant**

Thank you for your interest in our recent advertisement for the above position at The Redhill Academy. I have pleasure in enclosing details.

If you would like to apply for the post, please send your letter of application to me at the Trust postal address, or to <a href="https://example.com/hr@redhillacademytrust.org.uk">hr@redhillacademytrust.org.uk</a>, clearly demonstrating your suitability for the role, together with the completed application form, to arrive before midday on Monday 28th June 2021. 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 me please assume, on this occasion, your application has not been successful.

I look forward to receiving your application.

Yours sincerely

Jack Warren

**Operations Manager** 

