



Hall Park  
Academy

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Executive Headteacher: Mrs S Dyce - BA (Hons)

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November 2020

Dear Applicant

**Receptionist/Administrator  
(Maternity Cover – 1 year)**

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

If you would like to apply for the post, please send your letter of application to the Trust postal address, or to [hr@redhillacademytrust.org.uk](mailto:hr@redhillacademytrust.org.uk), clearly demonstrating your suitability for the role, together with the completed application form, to arrive before midday on 4 December 2020. 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 within two weeks of the deadline, please assume that, on this occasion, your application has not been successful.

I look forward to receiving your application.

Yours faithfully

Mrs S Dyce  
Executive Headteacher

