



Park Vale
Academy

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Headteacher: Mr S Bowhay BA

Executive Principal: Mr A Burns OBE BSc MEd

January 2020

Dear Applicant

Reprographics Technician

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

We are looking for a Reprographics Technician to provide an efficient and up-to-date reprographics and learning resources service. You will be responsible for planning and supervising the work of reprographics, including photocopying, design and production of resources to support teaching and learning.

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, together with the completed application form, to arrive before midday on Tuesday 21 January 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

Steve Bowhay
Headteacher

