

January 2018

Dear Applicant

## Resources Assistant

Thank you for your interest in the above position. Enclosed please find:

- Application form
- Job description

The closing date for applications is Wednesday, 24<sup>th</sup> January 2018. **Only those short-listed for interview will be contacted again.** Would you please ensure that your referee contact numbers (phone, fax or email address) are supplied and accurate.

Interviews will be held on Tuesday, 30<sup>th</sup> January and normally a decision will be made on the day. The person appointed will be asked to confirm after interview that they are still interested in the post and the appointment will be subject to satisfactory references, health check and Police clearance.

If you wish for any further information, please do not hesitate to contact me at the school.

Yours sincerely



Carolyn Robinson  
**Office Manager**  
**01536 359418**  
**[crobinson@bishopstopford.com](mailto:crobinson@bishopstopford.com)**