SJB/ww

November 2016

Dear Applicant

**Post of: Catering Assistant at The Hermitage Academy**

**Grade 1, Point 10-11 (£6,178 - £6,288 per annum, pro-rata,**

**term time only, permanent basis)**

Thank you for your interest in the post of Catering Assistant at The Hermitage Academy. The details for the post are as follows:

* Term Time only on a permanent basis, 15 hours per week.

The post is subject to satisfactory references and DBS checks.

I hope you find the information contained in this pack useful. I am also enclosing an application form which should reach me at the address below by no later than **1.00 p.m on Friday 18th November 2016.**

Please complete the application form in clear black type or black ink. Candidates should provide the names, addresses and telephone numbers of two referees.

I hope you decide to make a firm application for this post and I look forward to meeting the successful candidate in due course.

Yours sincerely

C Davidge

**Director of Finance and Operations**