



Haydon Bridge High School

Headteacher: David Nisbet
Deputy Headteacher: Stephen Hill

June 2025

Dear Applicant,

Administration Assistant – Permanent post

Thank you for expressing an interest in the post of Administration Assistant at Haydon Bridge High School.

This is a wonderful opportunity to join our dynamic team whose aims are to raise standards and to develop an ethos and environment where all enjoy their teaching and learning experiences. The role will be supporting the Business Manager with day-to-day finance and other general administration tasks.

We trust you will find the enclosed information useful. More can be found on the school website www.haydonbridgehigh.co.uk. If you would like to visit the school prior to making an application, request further information or discuss any aspect of the appointment, please do not hesitate to contact the school by phone.

On application, please keep your letter of application to a maximum of 2 sides of A4, and submit it with your completed application form by noon on Monday 16th June 2025. Only applications submitted on the school's application form will be considered and all appointments will be subject to an enhanced DBS check. Haydon Bridge High School is committed to the protection and safety of its students. Please note that the selection day will follow soon after therefore all contact details (email, address and telephone) for yourself and your referees will be appreciated.

We look forward to receiving your application for this critical and exciting post at Haydon Bridge High School.

Good Luck!

Yours sincerely,

David Nisbet
Headteacher