



# WOODBROOK VALE SCHOOL

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Dear Colleague

## Student Support Admin Assistant

Thank you very much for expressing an interest in the above post.

This post provides an exciting opportunity to contribute to the success of students at Woodbrook Vale School. You would be joining a well-established, experienced and welcoming team. Most importantly, we are looking for a candidate who fits well with our ethos and philosophy, so do please take the time to look at our website and get a flavour of our school.

I enclose a job description which I hope you will find helpful if you decide to apply for this position. Please keep your covering letter to no more than two sides of A4.

The closing date for receipt of applications is: **6pm Monday 6 January 2025**  
Interviews will be held during the week beginning **13 January 2025** and will be confirmed as soon as possible.

Please complete and return your application and covering letter to Kerry Miller, HR Administrator by email on [kMiller@wbvs.co.uk](mailto:kMiller@wbvs.co.uk) as soon as possible.

For more information about this role please email Teresa Woolley, Support Services Team Leader on [tWoolley@wbvs.co](mailto:tWoolley@wbvs.co).

I fully appreciate the time and effort required in completing an application and whatever the outcome of this particular process, I thank you for your interest in working at Woodbrook Vale School and wish you every success with your future career aspirations.

I look forward to receiving your application.

Kind regards

**Rachael Fraser**  
Headteacher

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