



Dear Candidate,

RECEPTIONIST VACANCY (The post is fixed term for one year due to budget reviews.)

I am very pleased that you have taken the time to enquire about the post at The Quality First Education Trust. This is an exciting time for the Trust and an excellent opportunity for an outstanding Receptionist.

The Quality First Education Trust prides itself on its relentless drive for excellence and equality and outstanding professional development as acknowledged by Ofsted, the HMI and the National College. We invest heavily in supporting our staff to reach their full potential and pride ourselves on the quality of teaching and learning within its schools.

Please find enclosed general information about the school, a job description and person specification.

Closing date: Friday 22nd December (noon). Your early response is encouraged.

We look forward to hearing from you.

Yours sincerely,

The HR Service Department