



Tel: 01482 854632

Fax: 01482 803722

Email: recruitment@vennacademytrust.org

Date: 20 November 2017

Dear Candidate

Post: Clerk/PA – Venn Academy Trust

Thank you for showing an interest in the above vacancy, we are really pleased you are interested in applying for this position at such an exciting time in the Trusts growth.

Enclosed/attached are the following additional documents with further information and detail about the role:

- Job Description & Person Specification
- Application form
- Venn Prospectus

The person specification shows the essential skills, knowledge and experience we are looking for and these will be assessed by either your application form and/or, interview/references. Only those candidates who meet the essential criteria identified from the application form will be shortlisted for interview.

I must also draw to your attention that the academy trust is committed to safeguarding and promoting the welfare of children and therefore in the event of you being shortlisted your suitability to work with children will be assessed at interview. Furthermore, for any candidates shortlisted any relevant issues arising from your references will be taken up at interview, unless we are not able to do so, as the reference from your employer has been given on the basis that it is confidential.

I hope that you will wish to continue with the application process by forwarding your completed application form to Gail Khan, by email to recruitment@vennacademytrust.org or a hard copy by post to Venn Academy Trust, c/o Bridgeview Special School, Pickering Road, Hull, HU4 7HD by no later than Monday 4 December 2017 (Please quote Job Ref: VENN004 on the envelope).

Shortlisted candidates will be contacted by the 6 December 2017 and interviews will take place 12 December 2017. Further details will be provided to shortlisted candidates.

For an informal discussion regarding this post, please contact Gail Khan via email: recruitment@vennacademytrust.org

I look forward to hearing from you in the very near future.

Yours sincerely

Gail Khan
On behalf of Venn Academy Trust