



Park Vale  
Academy

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Headteacher: Mr S Bowhay BA

Executive Principal: Mr A Burns OBE BSc MEd

August 2019

Dear Applicant

**Receptionist/Administrator – 37 hours term time plus two weeks, required as soon as possible**

Thank you for your interest in our recent advertisement for the above position for Park Vale Academy. I have pleasure in enclosing details.

We are seeking to appoint a suitably qualified person to be part of our front office team to provide administrative support to the academy. The person appointed will be part of a team led by the Office Manager.

The successful candidate will be an excellent communicator who is organised, has good attention to detail and is able to prioritise their workload. Specific duties will include acting as first receptionist to all visitors, processing mail and maintaining administrative supplies.

If you would like to apply for the post, please send your letter of application to the Trust postal address, or to [hr@redhillacademytrust.org.uk](mailto:hr@redhillacademytrust.org.uk), clearly demonstrating your suitability for the role, together with the completed application form, to arrive before midday on Friday 6 September 2019. Please ensure that the post for which you are applying has been stated clearly on the application form.

Due to the number of applications we receive, it is with regret that we cannot respond to every application. Therefore, if you do not hear from me within two weeks of the deadline, please assume that, on this occasion, your application has not been successful.

I look forward to receiving your application.

Yours faithfully

Steve Bowhay  
Headteacher

