



Denbigh School
The Specialist Technology College
In Milton Keynes

Our ref: SEP/JW/mydoc

14th May, 2010

Dear Applicant,

APPOINTMENT OF PA TO THE HEADTEACHER/CLERK TO THE GOVERNING BODY

Thank you for expressing an interest in the above post. We believe that this is an excellent and exciting opportunity for a highly motivated, efficient and well qualified person.

Responsibilities will be wide ranging – the specific responsibilities of the post are shown in the enclosed job description.

With this letter you should receive:

- An application form
- A copy of the full advertisement
- A School Prospectus
- A copy of the latest Ofsted Inspection Report
- General information for candidates
- A Job Description
- The two latest School Newsletters

The Application Process

- We would be grateful if you could return the application form at the latest by **noon on Thursday, 27th May, 2010.**
- It is anticipated that the interviews will be held on **Thursday, 10th June, 2010.**

If you feel that this post is the right opportunity for you, and you have the necessary qualifications and experience to meet the requirements of the post, then we will look forward to receiving your application.

Yours sincerely,

Mrs. S.E. Parker
Headteacher