



Beaumont School

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31 October 2017

Attendance and Student Records Administrator

Thank you for enquiring about our vacancy. Please find enclosed application and person specification forms for you to complete and return by the close date which is noon on Monday 13 November 2017. I have also enclosed a Job Description and Person Specification for your information.

Interviews will take place week commencing 13 November 2017, if you have not heard from us by the end of Wednesday 15 November 2017, please assume that your application has not been successful on this occasion.

I look forward to receiving your application.

Yours sincerely

Sue Parsons
HR Manager

Encs

