



Main Street, Heather, Coalville, Leics, LE67 2QP

Tel: 01530 260257

E-Mail: [adminoffice@heather.leics.sch.uk](mailto:adminoffice@heather.leics.sch.uk)

Website: <https://www.heather.leics.sch.uk/>

Head teacher Maxine Michalowski

Joint Chair of Governors Mrs Caroline Ludlam and Mrs Rachel Aucott

17 May 2022

Dear Applicant,

Thank you for your interest in our current vacancy for the School Office Manager.

The post is for between 25 and 37 hours per week dependant on the applicant and to be agreed at appointment. You will be required to work 40 weeks per year, term time plus 1 week in the holidays, to be agreed dependant on the needs of the school.

When filling in the application form please ensure you complete the whole document in full, paying particular attention to the summary of experience and skills and the references. Referees must know you in a professional capacity and must have a professional email address, @gmail email addresses or similar will not be accepted.

Should you require any further information about the school, please see our website [www.heather.leics.sch.uk](http://www.heather.leics.sch.uk) or telephone the current office manager on 01530 260257 for more details about the role.

Confirmation of appointment will be subject to a satisfactory Enhanced disclosure from the Disclosure and Barring Service along with satisfactory references.

Please return your completed application form along with a covering letter of no more than 2 sides of A4 by 12pm on Friday 3<sup>rd</sup> June by email to [adminoffice@heather.leics.sch.uk](mailto:adminoffice@heather.leics.sch.uk)

Please do not send a Curriculum Vitae (CV) as these will not be considered. References will be obtained in advance of interviews which will take place week commencing 6<sup>th</sup> June 2022

Yours sincerely,

Maxine Michalowski  
Headteacher

