TOWN CLOSE SCHOOL
NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

Headmaster
Mr Nicholas Bevington
head@townclose.com

14 Ipswich Rd,
Norwich, Norfolk, NR2 2LR
(01603) 620180
www.townclose.com

11 March 2019

Dear Applicant,

Re: Administration Assistant (Bursary)

Thank you for your interest in this post. Please read the following documents before submitting your application:

- Job Description and Person Specification
- Information and Guidance for Applicants
- Application Form and Equal Opportunities Monitoring Form

The School is a busy, happy and friendly place to work with a strong team ethos and a lovely environment. We treat our staff as individuals and value everyone's contribution to the success and excellent reputation of Town Close School. The job involves contact with children, teachers, parents and working alongside other support staff under the direction the Bursar and Assistant Bursar.

This is a full time, year round post as follows:
Term time
8.30am to 4.30pm Monday to Friday
School holidays
8.00am to 1.30pm Monday to Friday
6 weeks' annual leave plus Bank Holidays. The School is closed between Christmas and New Year.
The salary scale is £19,221 - £22,271. Salary is paid monthly.
The closing date for applications is 24th March 2019.
If you would like to apply please complete the application form and either email it to bursarsec@townclose.com or post it to Mrs D Hamment, Bursar's Secretary marked 'private and confidential' at the above address.
I very much hope that you will decide to apply for the post and I look forward to receiving your completed application.

Yours sincerely,

Benita Ogg

Benita Ogg (Mrs)
Bursar