



We are pleased that you are applying for the post of Office Manager and PA to the Headteacher at our school. When applying could you please:

1. Complete the Birches Head Academy Application Form available to download from our website.
2. Write a letter of no more than 1 side of A4 that states:
 - What personal qualities and skills you think you can offer to the post and school.
 - How your experience to date has prepared you for this role.

The deadline for applications is 9am on Monday 25 June and these should be sent to our Office Manager, Miss R Leyland either by email rleyland@bircheshead.org.uk or by post FAO Miss R Leyland, Office Manager, Birches Head Academy, Birches Head Road, Stoke on Trent, ST2 8DD

Thank you

A handwritten signature in black ink, appearing to be "R. Leyland".

Headteacher