6th May 2021.

Dear Candidate,

Thank you for taking an interest in the admn officer position at Allfarthing Primary School.

We are looking for someone to join our team who is competent in IT and has at least 2 years’ experience of working in an office environment, preferably in a school. You will be expected to be able to work as part of a team as well as on your own initiative.

Please take the time to read all the candidate information and visit our website, and twitter feed, which will give you a valuable snapshot of the school.

This is an exciting opportunity for the right candidate to join an innovative and dynamic team. The school is 2 form entry (and is situated in a large Victorian building) with three halls and a large outside space. There are excellent transport links and free parking on site and we have a genuine commitment to staff well-being through well-being days.

See below for some quotes from our most recent parent survey:

*Both children are extremely happy at Allfarthing and we are very impressed with all this school offers. The level of teaching is very high and communication with parents, strong*

*We are so lucky to have such a wonderful school on our doorstep. A massive thank you to all the staff for the brilliant job you do*

Yours sincerely

*The biggest difference I've seen in the school over the past few years is the strength of staff and the sense of camaraderie amongst them.*

*Allfarthing is excellent. Love it. We are so lucky to be part of the community. Staff are dedicated, strongly committed to the children. A happy buzz always evident whenever I visit.*



Tom Holmes

Headteacher

**Closing date is Thursday 20th May noon**