Dear prospective applicant,

Thank you for your interest in the post of Administration Assistant (maternity cover)

I am extremely proud to be the Headteacher of Chestnut Grove Academy, a school that is unique in its vibrancy, creativity and dynamism. Everything we do is based on the recognition that our students are our greatest asset: our curriculum springs from the vision of the well-rounded academics, artists and entrepreneurs we want our students to become and our teaching and learning is shaped by the diversity and individuality of our students.

The successful candidate will have excellent interpersonal skills, be able to manage a variety of tasks simultaneously to tight deadlines and help to ensure that the school office runs smoothly.

Chestnut Grove’s motto is ‘A Creative Learning Community’, which captures our spirit of unity, supportiveness and a relentless drive to grow in knowledge and improve ourselves. In December 2017 we established the Wandle Learning Trust with Chesterton Primary School, a Multi-Academy Trust founded on the successes of the Wandle Teaching School Alliance. A reflection of our sustained drive for improvement, The Multi-Academy Trust will provide staff and students with a range of opportunities as it grows and develops.

Chestnut Grove Academy provides all staff with high-quality personalised training, as well as exciting career advancement opportunities within our evolving Multi-Academy Trust.

In order to apply please complete the Chestnut Grove application form and submit a personal statement stating how you meet the person specification and how your previous experience has prepared you for this role, by **midday on Monday 21st September** to [info@chestnutgrove.wandsworth.sch.uk](mailto:info@chestnutgrove.wandsworth.sch.uk)

Yours faithfully,



Christian Kingsley

Headteacher