



Brookfield Community School

Brookfield Community School

Chatsworth Road

Chesterfield

Derbyshire

S40 3NS

01246 568115

enquiries@brookfieldcs.org.uk

www.brookfieldcs.org.uk

Headteacher: Mr K Hirst

Executive Headteacher: Mr T Croft

29th September 2022

Dear Applicant

Administrative Assistant

We are looking to appoint a committed and enthusiastic Administrative Assistant to work within the School Sport Partnership, starting as soon as possible. The closing date for applications is Midday on Monday 17th October 2022 and interviews will be held later that week.

To assist you in your application, the following is enclosed:

- Advert
- Person Specification
- Job Description
- Application Form

If you require any further information on the post, please contact Mrs Wendy Fox, Operations Manager on w.fox@brookfieldcs.org.uk

If you would like to be considered for the post, please return the following to Redhill HR on HR@Redhillacademytrust.org.uk

- A fully completed Application Form (together with CV if that contains additional information).
- A letter of up to two sides of A4 which clearly states your reasons for applying.

Brookfield Community School is committed to safeguarding children practices. **Any appointment will be subject to an enhanced DBS check and successful references.**

Finally, I would like to thank you for your interest in Brookfield Community School and look forward to receiving your application.

Yours faithfully

Mr K Hirst
Headteacher