

Dear Applicant,

**Vacancy – Personal Assistant to Headteacher and Senior Leadership Team Administrator**

Thank you for expressing an interest in our recently advertised post. At Elmgrove, children always come first and we know that they deserve the very best that we can offer them. Elmgrove is an exciting and enriching place to work as we move to a full four form school. We are proud to be additionally resourced for children with physical disabilities.

Our newly-built school serves a diverse community in the heart of Harrow and we are proud of our vibrant atmosphere where all children and adults are valued. The school is known for our inclusive approach where the abilities and gifts of all children are celebrated.

We have strong links with universities; local colleges, local high schools and with our partner primary schools.

This post offers a great opportunity to work in a large, successful school where children want to succeed and staff members are fully supported by the Senior Leadership Team.

If you would like to visit the school, please contact us on the details provided below.

Elmgrove Primary School & Nursery is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to an enhanced Disclosure and Barring Service clearance check. Applicants who have lived or worked overseas will be required to provide Certificate of Code of Conducts.

Once again, thank you for your interest and we look forward to receiving your application.

Yours faithfully

*S Neary*

**Headteacher**