



January 2025

Dear Applicant

**Cover Co-ordinator and Data and Exams Administrator/Student Services Admin Assistant**

Thank you for your interest in the post of Cover Co-ordinator and Data and Exams Administrator/Student Services Admin, which offers the successful candidate the opportunity to work in this vibrant and forward-thinking school. This post is flexible and we are willing to consider a job share.

To assist with your application, we have enclosed a person specification and further information about the school. You may also want to visit the school website at [www.sghs.org.uk](http://www.sghs.org.uk)

We look forward to receiving your completed application, which must be accompanied by a supporting letter of no more than two sides of A4.

We encourage you to visit our school, visits can be arranged through my PA, Christine Simmonite, who can be contacted at [simmonitec@sghs.org.uk](mailto:simmonitec@sghs.org.uk)

Please complete the application on Every candidate portal and email your covering letter to [recruitment@nsat.org.uk](mailto:recruitment@nsat.org.uk), and to arrive no later than **3<sup>rd</sup> February 2025**, interview date **5<sup>th</sup> February 2025**.

Once again, thank you for your interest in the post; we look forward to hearing from you.

Yours faithfully

Martha Featherstone  
Headteacher