



# Brine Leas School

An Academy

Believe, Learn, Succeed

December 2018

Dear Applicant,

Thank you for expressing an interest in the post of PA to the Headteacher at Brine Leas School.

I am really pleased to be the next Headteacher in a successful and thriving school as ours is. The list below is designed to give you a flavour of what Brine Leas is about:

- We are an 11-18 Academy
- The school is popular and over-subscribed and is expected to remain so
- Our sixth form (BL6) is one of the largest in Cheshire East and the results and destinations tell us that it's doing really well
- The school continues to successfully bid for investment in its buildings and facilities and we are currently developing a programme of refurbishment that includes toilets, heating and hot water systems, classrooms, laboratories and roofs
- We have a strong sense of identity and this is embodied in our vibrant House System
- A level and GCSE results are good and have been for a long time

In appointing a Personal Assistant I look forward to receiving applications from people who are ready for a challenge and look forward to working in a busy environment. Working as PA to the Headteacher will never be boring and will give you the opportunity to be involved in all aspects of school life. You will have close involvement with a strong and dynamic Senior Leadership Team and a busy, hard-working school office.

I have enclosed the following information should you choose to apply:

- job description
- person specification
- 'know your school booklet'
- application procedure
- application form

We are part of a Multi Academy Trust (MAT) which will hopefully soon expand to contain more schools; as such there may be opportunities for career development, should you be successful with your application and wish to progress within your role or the MAT.

If after reading all of the enclosed information, you believe that you possess the abilities and competencies to fulfil the role, I hope you will apply.

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Cheshire CW5 7DY

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Please complete the application form which also contains instructions on your letter of application. Please do not send a Curriculum Vitae; this is not part of the selection process. I look forward to receiving your application.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'David Cole', with a large initial 'D' and 'C'.

David Cole  
Headteacher (from January 2019)  
Encs.