



# Haydock High School

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Ref: IM/KB

September 2017

Dear Applicant

## Examinations Assistant

Can I begin by thanking you for expressing an interest in this post, and I hope that the enclosed information will encourage you to apply for it should you feel that you are an outstanding candidate that can make a significant contribution to our school and improving outcomes for our students.

The closing date for applications is Wednesday 20<sup>th</sup> September, 2017 at 9.00 a.m. and we plan to hold interviews soon after the closing date. Successful candidates will be notified as soon as the shortlisting process has been completed, and I would ask that you ensure we are able to contact your referees by phone and email.

Yours sincerely

I Murphy  
Headteacher