



Haydock High School

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Ref: IM/KB

21st August 2016

Dear Applicant,

Receptionist

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 Friday 5th August at 9.30am and we plan to hold interviews on Wednesday 10th August. 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,

Mr I Murphy
Headteacher