February 2025

Dear Candidate

**School Receptionist**

Thank you for your interest in the above position at Latchmere School.

I am pleased to send you a job description and person specification for this post, together with an application form.

 Completed application forms should be returned by 12 noon on the closing date specified in our advertisement.

 Please send your application via Eteach orby email to hr@latchmereacademytrust.org

We will contact all applicants by email shortly after the closing date on the advertisement to inform them whether they have been shortlisted for interview.

If you have any queries, please contact us at hr@latchmereacademytrust.org

May I wish you every success with your application.

Yours sincerely,

Marianne Isbell

HR Manager

Latchmere Academy Trust

hr@latchmereacademytrust.org