

NW/LR

October 2025

Dear Applicant

Thank you for your interest in the post of Reception and Administration Assistant at The Bemrose School. I hope that you find the information useful to you in your decision making. We direct you to www.derby.gov.uk for Derby City information.

The background information about The Bemrose School outlines the key features and current circumstances of the school. What it does not do is give you a flavour of the level of dedication and loyalty our staff and pupils have to bringing about improvements and raising attainment.

We offer you the opportunity to work in a 'Good' school; which is very supportive, has excellent relationships with the local authority and is making a real difference to the educational opportunities of its pupils.

As a school we are well resourced and financially sound. We are committed to staff development and have a wide range of in-house training opportunities available to staff to support personal and professional development. This was commended by Ofsted.

We have enclosed a person specification to inform you about who we are looking for. You must be committed to safeguarding and promoting the welfare of children.

If you think you fit this description then we welcome your application. Please complete The Bemrose School application form along with a letter of no more than 2 sides of A4 stating your suitability and reasons for applying for this post. The closing date for applications is Monday 3rd November 2025 at 9am.

Yours faithfully



Mr Neil Wilkinson
Executive Headteacher