

**Bohunt School Worthing**

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Bohunt Worthing Headteacher: Mr A Whitehead BSc (Hons)

January 2018

Dear Applicant

Thank you for your interest in the Premises Officer post at Bohunt School Worthing. We are seeking a flexible, dynamic and driven individual to be part of the development of the school. This is a once in a lifetime opportunity as you will help to support the further development of our fully inclusive ethos and culture within the school which helps all students to be successful. We are now in our new state-of-the-art buildings with Years 7, 8, 9 and 10.

The post of Premises Officer is a critical one. This is a fantastic opportunity to work with a wide range of people on a diverse set of goals. Throughout the year, working with the Property Manager, you will be responsible for the ongoing smooth running of the school site.

I welcome applications from serious candidates and do ask that you take the time to consider carefully the role laid out in the job description. Whilst a background in an education setting is desirable, it is not essential. Applying for a job in a new school can raise many questions and I am happy to be contacted at [awhitehead@bohuntworthing.com](mailto:awhitehead@bohuntworthing.com) regarding any queries. If you are interested in the post please complete the application form. It is your opportunity to tell us a little bit about yourself, why you are attracted to this post and how your skills match the job description.

Finally, I look forward to receiving your application should you decide that you wish to contribute to the development of Bohunt School Worthing. Please return your application by email to Lisa Day at [recruitment@bohuntworthing.com](mailto:recruitment@bohuntworthing.com) (tel 01903 601361) or use the above address. The closing date is noon Tuesday 5<sup>th</sup> February 2018.

With very best wishes,

Adam Whitehead  
Headteacher Bohunt School Worthing