Maplewell Road, Woodhouse Eaves,
Leicestershire, LE12 8QY
Tel: 01509 890237

Maplewell Hall Post 16
Thorpe Hill, Loughborough, Leicestershire, LE11 4SQ
Tel: 01509 891906

Email: admin@maplewell.leics.sch.uk

Head Teacher: Mr J Brooks B Ed (Hons) NPQH

MAPLEWELL HALL SCHOOL

Preparing for Adulthood

Dear Applicant

Ofice Manager

Thank you for your interest in the Office Manager position at our school. We are delighted that you are considering joining our team and contributing to the smooth and efficient running of our school community.

Our school is committed to providing a supportive and welcoming environment for both students and staff, and we believe that a dedicated administrative team plays a vital role in achieving this goal. We are looking for a motivated, organized, and friendly individual who can help us maintain our high standards of excellence.

Please know that your application will be carefully reviewed, and we appreciate the time and effort you have taken to apply. Should your skills and experience align with our needs, we will be in touch to discuss the next steps.

Enclosed is a copy of the current:-

- Job description
- Application form
- Please refer to our website www.maplewell.leics.sch.uk for a copy of our Child Protection and
- Safeguarding Policy.

The post you are applying for involves working with children and young people and you will be subject to Maplewell Hall's safer recruitment process.

Completed applications should be sent by email to Kirstie Allen k.allen@maplewell.leics.sch.uk no later than **9am 19th November 2026**

Interviews will be held w/c 23rd November 2026. References will be sought for shortlisted candidates prior to the interview date. The successful candidates will be required to complete an enhanced DBS check.

We wish you every success in the future and if you require any further information or would like to visit the school, please contact us.

Yours sincerely

Mr J Brooks
Head Teacher

THE RAINBOW FLAG AWARD
School Member of MUSIC Mark Committed to high quality music education
Compass Complementary Pastoral Support
National Autistic Society | Autism Specialist Award Advanced 2025
DofE THE DUKE OF EDINBURGH'S AWARD
GREEN TREE SCHOOL Gold Award