



Headmaster: Tim Smith BA, DipTchg, MBA

November 2018

Dear Applicant

Headmaster's P.A./Registrar

I am delighted that you are interested in applying for the post of my P.A./Registrar at Hampton Pre-Prep & Prep School. Our School is a busy and purposeful environment and no two days are ever alike. Pupils, parents and staff enjoy warm, collaborative relationships with one another. This post offers the successful candidate the scope to work on a wide variety of interesting tasks and activities, whilst being well supported along the way. Our colleagues in the office operate as a very harmonious and cheerful team – there is a lot for us to do here and all of it happens with plenty of good grace and an overwhelmingly positive attitude.

Hampton Pre-Prep & Prep School occupies two sites and this post is based at the Prep School, located on Gloucester Road. The Prep site has recently been completely redeveloped and we are now well settled - and very much enjoying School life - in our stunning state-of-the art building and grounds.

The closing date for applications is **9.00am on Monday 3 December, 2018**. I know how much time and effort it takes to put together applications for posts such as these but please rest assured, should you be keen to apply to work here and join our fantastic team, we shall give your application the attention that it deserves. We hope to hear from you soon.

With all good wishes,

Tim Smith
Headmaster

PART OF THE HAMPTON SCHOOL TRUST
IAPS INDEPENDENT DAY SCHOOL FOR BOYS AGED 3 – 11 & GIRLS AGED 3 – 7 YEARS

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