



A Multi Academy Trust for:  
GANF - Ambergate Sports College  
GANF - Sandon School  
Isaac Newton Primary School  
SSS - The Garth School  
SSS - The Priory School  
The John Fielding Special School  
Woodlands Academy  
Poplar Farm Primary School  
Caythorpe Primary School  
Chapel St Leonards Primary School  
Greenfields Academy  
LEARN Teaching School Alliance

Dear Applicant

**HR Manager**

Thank you for your enquiry in response to our HR Manager vacancy.

Please find enclosed an application pack in respect of the above post which includes:

- Application Form
- Job Description
- Job advert
- Person Specification
- Candidates' Information

The closing date for the return of your application is 12 noon on Monday, 18 March 2019. Unfortunately, it will not be possible for late applications to be considered when short-listing. Should you be called for interview, please refer to the Candidates' Information for any documents you are required to bring with you.

When completing your Application Form, please ensure you complete the reference section and include your referees' email addresses. One of your references must be your most recent employer. References will be applied for after shortlisting and prior to interview, therefore, please ensure you read the guidelines in the Candidates' Information in respect to references.

Completed applications should be returned to myself via email – [louise.dell@citacademies.co.uk](mailto:louise.dell@citacademies.co.uk).

Should you like any further information in respect of CIT, please visit our website at [www.citacademies.co.uk](http://www.citacademies.co.uk).

We look forward to receiving your completed Application Form.

Kind regards

**Louise Dell**  
**HR Administrator**  
Encs

**COMMUNITY INCLUSIVE TRUST: Poplar Farm School, Helmsley Road, Grantham, Lincolnshire, NG31 8XF**  
**Tel: 03300 585520**

**National Support School**  
designated by



National College for  
Teaching & Leadership

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