



**Wren  
Academy**

Wren Academy

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Principal: Michael Whitworth  
Vice Principal: Gavin Smith

June 2009

Dear Colleague

**Wren Academy – Administrative Assistant**

Thank you for your interest in this post at Wren Academy.

The information given in the documentation here and more general information elsewhere on the website should give you a flavour of the Academy.

If you decide to apply, please follow this guidance carefully. Your completed application form, together with a supporting statement of not more than two sides of A4, using 12 point, must be with us by noon on Monday 6 July 2009. You may submit your application in hard copy to the address above or by e-mail to [recruitment@wrenacademy.org](mailto:recruitment@wrenacademy.org).

Finally, thank you taking on the demanding and time consuming task of preparing your application. I look forward to meeting you if you are selected for interview.

Yours sincerely

Michael Whitworth

**Michael Whitworth  
Principal**