

08 July 2010

Dear Candidate

Thank you for your interest in the post of Curriculum Support Assistant at the Marsh Academy.

The Marsh Academy opened on 1<sup>st</sup> September 2007 in old buildings on the site of what was previously known as Southlands School. The school is about to embark on a building programme which will see most of the existing site knocked down and rebuilt.

We have impressive sponsors in place: Microsoft, Kent County Council and Tonbridge School. Microsoft offers leadership on ICT as well as bringing huge investment to the school. KCC is a visionary and extremely supportive Local Authority. This link enables us to remain part of the community of schools locally whilst retaining the benefits of our independent status. Tonbridge School is a leading independent school and the Headmaster, staff and Governors are firmly committed to doing all they can to assist the Marsh Academy as we move forward. In January 2008, The Academy also formed a partnership with The Folkestone School for Girls.

Our facilities include a Leisure Centre at the school which is used by students and members of the community and a Residential Centre in France.

The Senior Leadership Team (SLT) is led by an Executive Principal - Tracy Luke, who is also in charge of The Folkestone School for Girls. From September 2010 the team will also comprise of Marion Emptage – Head of School and Vice/Assistant Principals: Lin Burrows, Robert Bristow Shaun Simmons, Luke Magee and Richard Robinson.

If you feel you are up to a challenge and want to work in an exciting, innovative environment, please apply. You will find attached a detailed job description and application form. Should you require a copy of our prospectus please contact Reception at the school on 01797 364593 and a copy will be sent to you.

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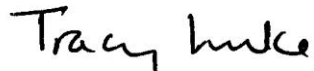
Applications should be returned using a school application form (necessary for child protection reasons) together with a supporting statement setting out your particular reasons for applying for the position.

The safeguarding of children and young people is a prime responsibility of the Academy. This appointment is subject to an enhanced check with the Criminal Records Bureau.

Applications should be addressed to Jackie Addison or e-mailed to [jaddison@marshacademy.org.uk](mailto:jaddison@marshacademy.org.uk) . Closing date for the receipt of applications is Thursday 22<sup>nd</sup> July 2010.

If you have not heard from us by Thursday 12<sup>th</sup> August 2010, you may presume that your application has been unsuccessful.

Yours sincerely

A handwritten signature in black ink that reads "Tracy Luke". The signature is written in a cursive style with a large initial 'T'.

Mrs Tracy Luke  
Executive Principal