**Hazeldell Road**

**Hemel Hempstead**

**HP1 2BY**

**Tel: 01442 251793**

**Fax: 01442 251633**

***Headteacher: Mr Martin Smith***

***e mail: admin@pixieshill.herts.sch.uk***

*We love to learn and we learn to love*

***­*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**9th June 2025**

**Welcome letter, Pixies Hill School Admin Assistant Part-Time (Fridays)**

Dear Colleague

Thank you for taking an interest in our school and requesting the details for the post of Admin Assistant at Pixies Hill School. We hope that the post inspires you and we would warmly welcome you to come and visit our school to meet our committed staff team and lovely, motivated children.

Please find enclosed as part of the application pack a Job Description, Values Education Policy and Child Protection Policy. You might also like to visit our website at [www.pixieshill.herts.sch.uk](http://www.pixieshill.herts.sch.uk/) which has links to many other areas of school life and reflects our warm, child centred ethos. The newsletter section is also representative of this and supports the school motto ‘We love to learn and learn to love.’

We wish you all the very best in the recruitment process and look forward to receiving your application.

Yours sincerely

Martin Smith and Pixies Hill Governors