



Dear Applicant

**General Office Administrative Assistant – 12.5 hours**

Thank you for requesting an application pack for the above post. Included in your application pack are:-

- **Job Advertisement**
- **Job Description**
- **Person Specification**
- **Application Form**

The application form needs to be returned to the above address by the closing date **Thursday 12<sup>th</sup> June 2025 at 9.00 am**

If you have not received a response within two weeks of the closing date you may assume that your application has been unsuccessful.

**When returning your completed application pack by post, please ensure that the correct postage is used on the envelope. You can check this with your local Post Office. CV's will not be accepted for this vacancy.**

If you require an informal discussion regarding the post please do not hesitate to contact us on 0191 5141131

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tracy Collins'.

**Tracy Collins**  
**Chief Executive Officer**

Encs

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Sunderland  
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