

4<sup>th</sup> April 2019

**RE: Current Vacancies**

Dear Parent,

I am writing to let you know that we have a number of job vacancies at the moment that may be of interest to you, your friends or your family:

Coffee Shop and Bistro Manager

9am to 5.30pm every school day.

We are looking for someone to manage our lunchtime offering to staff as well as the afternoon coffee shop frequented by parents and families. The successful candidate will be able to demonstrate excellent baking skills, meaning that the coffee shop can be full of delicious cakes and treats!

Clerk to Trustees

In support of our other Clerk, we are looking for someone to clerk our Local Advisory Boards for Broadclyst and Westclyst Community Primary Schools. These meet every half term (for each school) for about two hours. Meetings start at 5pm. We estimate that when time for minute writing is taken into account, we can offer an average of four hours a month.

Bus Driver

We wish to add to our complement of existing drivers. We are looking for one or two new bus drivers willing to work on a flexible basis, as part of the broader team, and have a particular need to cover both early morning and afternoon runs every school day. If you are interested in this role please speak with Graham Newbery, our Business Manager.

The adverts are live on our website, [www.tcat.education/vacancies](http://www.tcat.education/vacancies), or can be found on Devon Jobs [www.devonjobs.gov.uk](http://www.devonjobs.gov.uk).

Please do pass on this information to anyone you think may be interested. Thank you.

Yours sincerely,



**Jonathan Bishop**  
Executive Headteacher