



# WOODBROOK VALE SCHOOL

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Dear Colleague

## Careers Lead

Thank you very much for expressing an interest in the above post.

We are looking to appoint a knowledgeable and experienced careers adviser to lead on the information advice and guidance of our young people in careers and post 16 choices. This is a crucial role in helping students to translate their dreams and aspirations into reality by identifying suitable pathways and routes to training and employment.

I enclose a job description and person specification which I hope you will find helpful if you decide to apply for this position. Please keep your covering letter to no more than two sides of A4.

The closing date for receipt of applications is: **12 noon on Monday 22 June 2026**  
Interviews to be held on Wednesday 24<sup>th</sup> / Thursday 25<sup>th</sup> June 2026.

Please complete and return your application and covering letter to Kerry Miller, HR Administrator by email on [kmiller@wbvs.co.uk](mailto:kmiller@wbvs.co.uk) as soon as possible.

For more information about this role please email Rachael Fraser Headteacher – [rfraser@wbvs.co.uk](mailto:rfraser@wbvs.co.uk)

I fully appreciate the time and effort required in completing an application and whatever the outcome of this particular process, I thank you for your interest in working at Woodbrook Vale School and wish you every success with your future career aspirations.

I look forward to receiving your application.

Kind regards

**Rachael Fraser**  
Headteacher

