



Magna Academy
Poole
an Aspirations Academy
Principal: Ms N Ullah

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2nd January 2024

Dear Parent/Carers,

RE: Mrs Ellaway - Examinations Manager

With over 24 years of exemplary service as Exams Manager, Mrs Ellaway has decided to take a well earned rest and will be retiring in Spring 2024. Whilst we will be sad to see her leave, we are incredibly thankful for her skills, expertise and passion in supporting students through their examinations. Mrs Ellaway, alongside senior leaders, has established strong systems and structures around our exams function. However, I am writing to ask for your help in raising awareness of this vacancy in order to secure the strongest possible field from which to recruit our next Exams Manager.

Mrs Ellaway has shared that the prospective applicant must be forward thinking, solution based and flexible in their approach. In her experience the skills of communication, organisation and problem solving would be highly desirable. Working at Magna Academy has many benefits such as a highly committed team of staff, experienced and supportive senior leaders and an extensive CPD programme.

If you know of any family or friends who have these types of skills, a positive 'can do' attitude and who would be well-suited to working in a vibrant environment, please share this [link](#).

Yours sincerely,

Natasha Ullah

Executive Principal