

November 2018

Dear Applicant

Numeracy Tutor - The Weald School

I have pleasure in providing an application form in respect of the above vacancy at The Weald School, together with some information about the post advertised and the school.

We look forward to receiving your completed application form and letter of application. In this letter you should indicate how your experience to date equips you for this post at The Weald. Please note that an application form must be completed for this post. A CV may be sent in addition to, but not instead of, your application form.

The closing date for receipt of completed application forms is **10am Thursday 13 December 2018**, and interviews will be held shortly afterwards. Please note that due to limited resources at the school, we will only contact you if you have been short listed for interview.

Please also note that it is our policy to take up references for all short-listed candidates prior to interview. You must indicate on the application form if you do not want us to contact your current employer at this stage.

You should email your completed application form to jobs@theweald.org.uk, or send by post to Gloria King (HR Admin Assistant) at the school address below.

Yours sincerely



Kate Truss
Business Manager