

June 2017

Dear Sir/Madam,

Thank you for your enquiry concerning our vacancy for a Science Technician. I am pleased to enclose information about the College and the post, including a job specification and an application form.

The post offers an **outstanding opportunity** to join a highly experienced and mutually supportive team of staff in a College which was graded as 'outstanding' when inspected by OfSTED in October 2008, and the College has recently been awarded LSIS Beacon Status.

Naturally, we wish to appoint a talented, enthusiastic person to carry out the role of Science Technician. Equally important, though, we are looking for someone who is willing to help make the College a purposeful and supportive community in which to work.

I can assure you that you will be **fully supported** as you settle into College life. We have a well-developed mentoring system and a comprehensive continuing professional development programme, as would be expected of a College which has the 'Investors in People' accreditation.

I hope that you will be interested in applying for this post and, if so, please would you complete the application form and return it to the Personnel Department as soon as possible but **no later than 9.00 a.m. on Thursday 22nd June 2017**. I regret that receipt of applications cannot be acknowledged.

If you have not heard from us within two weeks of the closing date, please assume that you have not been short-listed for this post.

I look forward to hearing from you.

Yours faithfully,

Nick Clark
Principal