



THE LONDON NAUTICAL SCHOOL

61 STAMFORD STREET, LONDON SE1 9NA

TELEPHONE: 020 7928 6801

EMAIL: adminteam@lins.org.uk

Dear Applicant

POST- School Business Manager

Thank you for your interest in the post of School Business Manager. The London Nautical School is a totally unique boy's school right in the heart of London. The opportunities available to staff and pupils are unparalleled. We are looking for a School Business Manager who has the drive, passion, resilience and the desire to make a real difference. We look forward to receiving your completed application.

The London Nautical School uses a variety of recruitment selection methods which offer applicants increased opportunities to demonstrate their skills and experience. If you are shortlisted, the selection process may include tests as well as an interview. If you have any questions about the recruitment process, or if you have a disability and have particular requirements you would like us to consider to assist you in the process please contact Andrew Bull, Headmaster via email recruitment@lins.org.uk

If you would like to visit the school prior to applying please do not hesitate to contact us via email recruitment@lins.org.uk to make the necessary arrangements.

The post is 'exempt' under the Rehabilitation of Offenders Act 1974. The successful candidate for this post will be asked to apply for an **Enhanced** Disclosure. Please note that in relation to Section G on the application form, if you do have a criminal record or pending prosecutions, your declaration of this should **not** be sent with the application form but should be sent under separate confidential cover to **Andrew Bull, Headmaster**. Please ensure that your full name and post title is included with any information sent. **Please read the enclosed guidelines for further information.**

Please return your application form by **10am on Monday 25th June 2018** via email to recruitment@lins.org.uk or by post to:

Andrew Bull, Headmaster
The London Nautical School
61 Stamford Street
London
SE1 9NA

In this application pack we have enclosed:

1. School Information pack
2. Job description/Person Specification
3. Application form
4. Guidance Notes for Applicants
5. Asylum and immigration act Form

If you are shortlisted you will be invited to take part in a selection process which will held on Thursday 28th June 2018.

Yours Sincerely

Andrew Bull
Headmaster

Over 100 years of Nautical Education

www.lins.org.uk