

Headteacher: Mr Richard Bramley, BSc Hons, NPQH, MA

LADY LUMLEY'S School

A Specialist Sports and Languages College



Swainsea Lane, Pickering, North Yorkshire, YO18 8NG

Tel: 01751 472846 or 01751 473103

Fax: 01751 477259

Email: admin@ladylumleys.net

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Dear Prospective Applicant

Appointment of Advanced Teaching Support

Thank you for your interest in the post. I enclose further information about the school and the role which I hope you will find interesting and informative.

You will find enclosed:

1. Welcome letter by the Headteacher
2. Job description
3. Application form.

If you decide to make an application, an application form and covering letter (see below) should reach school by first post on Monday 15th January 2018. Applications will be acknowledged if a stamped addressed envelope is enclosed with the application. Applications can be emailed to kholbrook@ladylumleys.net.

Please note that:

1. Your covering letter of application should be no longer than two sides of A4 (in a minimum of 10 point font), and should include the qualities and experience which you feel are of particular relevance to the post and which you would bring if you were appointed;
2. It would be helpful to include the e-mail address or fax numbers of your referees, and to advise them that we will be requesting references immediately after the closing date. References by e-mail or fax will come into a secure office where confidentiality is assured.

I look forward to receiving your application.

Yours sincerely

Richard Bramley
Headteacher