From The Head of Human Resources
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Shrewsbury School

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PRIVATE & CONFIDENTIAL

TO ALL APPLICANTS

Dear Sir/Madam

re: **PROGRAMMES & ACTIVITIES CO-ORDINATOR**

Thank you for your interest in the above position.

Please find enclosed a full application pack, which is also available to download from our website at www.shrewsbury.org.uk/page/job-vacancies:-

- Job Description and Person Specification;
- Recruitment Notes for job applicants;
- Application form.

Please note that should you complete the application form you may find the applicant guidance notes useful in detailing your experience against certain criteria.

Please ensure that you complete and return the enclosed equal opportunities and safeguarding forms. This information will be detached from your application form and is not seen by anyone involved within the recruitment process.

The post will involve working with children and is exempt from the Rehabilitation of Offenders Act 1974. All successful applicants will be subject to a Disclosure & Barring Service (DBS) Certificate before the appointment is confirmed. Further details will be forwarded to successful applicants.

The closing date for completed applications is **12pm (noon), Friday 27 July 2018**.

If you require any further information on this vacancy please do not hesitate to contact me on 01743 280 834 or humanresources@shrewsbury.org.uk.

Yours faithfully

Natasha Davies
Human Resources Co-ordinator