ADM/RJF

July 2017

Dear Applicant

**Site Supervisor (ref 17/15)**

Thank you for your interest in the above post at Lady Manners School. On the job training will be provided and there is also opportunities to gain specialist qualifications in health and safety and first aid.

You will join our successful team of six in the Premises Department and will work a rotating shift pattern of Week one: 6 am to 2 pm Monday to Thursday and 6 am to 1.30 pm Friday. Week 2: 2 pm to 10 pm Monday to Thursday and 1.30 pm to 9.00 pm Friday.

The role includes responsibility for unlocking and securing the school premises. An enhancement of time and a third is paid for hours worked before 7 am and after 7 pm.

To assist you in your application and to give you some background to Lady Manners School the following documents are enclosed with this letter:

* Information about the school
* Job Description and Person Specification
* Guidance notes for completing the application form
* Job Application Form
* Equal Opportunities Monitoring form

Due to this post having access to children, candidates will be required to undertake a Criminal Record Check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Lady Manners School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. Our Safeguarding and Child Protection policy can be found on the vacancies page of our website.

Please return your application form by **9.30 am 24 July 2017.** I would like to thank you for your interest in working at Lady Manners School. We look forward to receiving your application.

Yours sincerely

A D Meikle

Headteacher