



## THE LONDON NAUTICAL SCHOOL

61 STAMFORD STREET, LONDON SE1 9NA

TELEPHONE: 020 7928 6801

EMAIL: [adminteam@lms.org.uk](mailto:adminteam@lms.org.uk)

March 2018

Dear Applicant

Thank you for your interest in the post of Receptionist/Admin Officer. This post is a one year Maternity Cover in the first instance and is 35 hours per week to be worked from 8am to 4pm, term time which is 39 weeks plus one week making a total of 40 weeks per year. The equated annual salary is £17,666.09 to £18,485.47. We look forward to receiving your completed application form.

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, please contact me at the address below.

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 **Karen Powell, School Business Manager**. Please ensure that your full name and post title is included with any information sent. **Please read the enclosed guidelines for further information.**

If you do not hear from us within four weeks of the closing date, you can assume that you have not been shortlisted on this occasion. Please return your application form by **12 noon on 23<sup>rd</sup> March 2018** by email to [recruitment@lms.org.uk](mailto:recruitment@lms.org.uk) or by post to:

The London Nautical School

FOA: Karen Powell

School Business Manager

61 Stamford Street

London

SE1 9NA

In this application pack we have enclosed:

1. Job description/Person Specification
2. Application form
3. Asylum & Immigration Form
4. Guidance Notes for Applicants

If you are shortlisted you will be invited to take part in a selection process which will be held on 27<sup>th</sup> March 2018.

Yours Sincerely

Karen Powell

School Business Manager