



Akiva School
The Sternberg Centre for Judaism
80 East End Road
Finchley, London
N3 2SY
Tel: 020 8349 4980
Email: srussell@akivaschool.org

Head Teacher: Susy Stone MA

Wednesday, November 09, 2016

Dear Applicant,

Handy Person

Thank you for the interest you have shown in the above post. The closing date for your application is 11am on Wednesday November 30th. Interviews are planned for the week commencing Monday 5th December 2016 with the start date being as soon as possible thereafter.

This post will be for either/or 15/20 hours per week. Hours of work to be confirmed

Enclosed please find an application pack that contains:

- ✓ An application form
- ✓ Job description
- ✓ Information about the school

If short listed, you will also be asked to undertake an observed task as part of the selection process. This task will involve walking around the school with the Site Manager for about 10 minutes prior to interview.

If short listed, you will also be asked to provide photographic ID at the interview stage.

We have sometimes found that we receive a large number of applications. We apologise that this means that we are unable to reply to each individual applicant. If you have not heard from us within three weeks of the closing date, then please consider your application to have been unsuccessful. We hope that this will not deter you in your application. Previous applicants for this post need not apply.

You are welcome to visit the school by arrangement.

Yours sincerely,

Susy Stone

Susy Stone
Head Teacher