October 2018

# Dear Applicant

**Cover Supervisor**

Thank you for your interest in the above post. Please find enclosed:

* Application form
* Job description: Cover Supervisor
* Information about Rawlins and the post
* The Rawlins Way
* Prospectus available to view/download from our website [www.rawlinsacademy.org.uk](http://www.rawlinsacademy.org.uk) – select admissions
* Recruitment and safeguarding policies – available to download from our website

Rawlins is a popular academy and an exciting place to work.

The closing date for applications is Monday 22 October 2018 at 12 noon.

I hope that, having read the details of the post, you will wish to apply; when submitting your application please include a letter of application. If you would like to discuss the post or visit Rawlins before applying, please contact Rohina Dassu, Assistant Principal on: rohinadassu@rawlinsacademy.org.uk

Completed applications should be marked for my attention.

If you have not heard from the academy within two weeks of the closing date, please assume that you have not, on this occasion, been successful.

*Rawlins is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service check.*

I look forward to receiving your application.

Yours sincerely

**Callum Orr**

Principal