12 March 2018

Thank you for your interest in the Director of Music position.

I enclose details of the school, the job and the type of person we are looking for. In order to apply you should send the school your completed application form together with a covering letter showing how you meet the requirements of the job and person specification.

Please note that as a school, job applications have to follow a common format. This is part of our commitment and duty to safeguard and promote the welfare of children and young people. Please take time to read all of the sections carefully before filling in the form and note that they **must all be completed in full**, with additional sheets if required.

I would also encourage you to submit a letter of application of no more than two sides of A4 with your completed form. This should give us an insight into why you are particularly interested in King Alfred School, and why you feel you are particularly suited for this post.

Please submit your application and letter via email to recruitment@kingalfred.org.uk, clearly marking in the subject line the role you are applying for.

The closing date for applications is the 23rd of March, 2018 and interviews will be held from the 27th of March, 2018. Please call Natalie Williamson on 020 8457 5228 if you would like an informal discussion about any aspect of the job or the school.

As staff - like students - have no uniform, candidates are welcome to dress informally for the interview day.

Yours faithfully,

Robert Lobatto

Robert Lobatto
Head