May 2021

Dear Colleague

Thank you for your enquiry about our vacancy for **Facilities** **Assistant** at Morpeth School. We are pleased that you are interested in finding out more about working here.

Please see the vacancies section of the school website [www.morpethschool.org.uk](http://www.morpeth.towerhamlets.sch.uk) for further information, the job description/selection criteria and the application form. **Please note that candidates are expected to address the Required Skills/Selection Criteria in the supporting statement section of the application form.** If you have difficulty accessing the information, please contact the HR Officer, Pedro Cedeno, [recruitment@morpeth.towerhamlets.sch.uk](mailto:recruitment@morpeth.towerhamlets.sch.uk) or ring the school office on the number above for a paper copy.

Please send or email your completed application form to **Pedro Cedeno - HR Officer** at the address above by **12pm on Friday 21st May**. Successful candidates will be contacted by telephone and invited for interview at the school.

**Please note that as we are expecting a big response, will not be able to contact unsuccessful applicants. If you have not heard from us by Friday 28th May, please assume you have not been shortlisted for interview.**

Please note that as this post involves working with children, it is exempt from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions and bind-overs (including those regarded as ‘spent’ for other purposes) must be declared if you are invited to interview. Please see the application form for further details.

Yours sincerely,

Jackie Frost

Bursar

*Morpeth School is committed to Equal Opportunities and Safeguarding Children policies*