

# LANCASTER ROYAL GRAMMAR SCHOOL

East Road Lancaster LA1 3EF

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Mrs K Roberts – HR & Operations Administrator

January 2020

Dear Colleague

## Application for the post of 2<sup>nd</sup> in charge of English (Full Time)

Thank you for your enquiry about the above post. I have pleasure in enclosing details about the post and other, more general, information about the school. Should you wish to pursue your application would you please send a covering letter, a full curriculum vitae and complete the enclosed application form, giving the names and addresses of three referees, and return via email to [recruitment@lrgrs.org.uk](mailto:recruitment@lrgrs.org.uk) or by post to:

Mrs K Roberts  
HR & Operations Administrator  
Lancaster Royal Grammar School  
East Road  
Lancaster  
LA1 3EF

Applications should arrive no later than **noon on Monday 27th January 2020** and it is anticipated that interviews will be held in the two weeks commencing 3<sup>rd</sup> February 2020.

It may be necessary for me to contact you at short notice so it would be very helpful if you can suggest an appropriate telephone number and e-mail address in your letter of application.

LRGS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to show this commitment. The successful applicant will need to undertake clearance through the Disclosure and Barring Service (formerly CRB).

Yours sincerely

Mrs Kate Roberts  
HR & Operations Administrator