ADM/RJF

September 2017

Dear Applicant

**School Business Assistant – Human Resources (ref 17/21)**

Thank you for your interest in the above post at Lady Manners School.

The role includes administering cover for absent teaching staff which requires a 7.30 am start time. You will be well supported and training will be provided in all aspects of the role.

To assist you in your application and to give you some background to Lady Manners School the following documents are enclosed with this letter:

* Information about the school
* Job Description and Person Specification
* Guidance notes for completing the application form
* Job Application Form
* Equal Opportunities Monitoring form

Should you have any further questions or wish to discuss the role informally, please do not hesitate to contact the school.

Due to this post having access to children, candidates will be required to undertake a Criminal Record Check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Lady Manners School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. Our Safeguarding and Child Protection policy can be found on the vacancies page of our website.

Please return your application form by **9.30 am 2 October 2017.** I would like to thank you for your interest in working at Lady Manners School. We look forward to receiving your application.

Yours sincerely

A D Meikle

Headteacher