

October 2019

Dear Applicant,

**Re: Federation IT Systems Administrator Post at Jessop Stockwell Federation**



As requested please find attached an application form and job description for the above vacancy.

Please read the job description carefully before filling out your application.

Closing date: **Friday 8<sup>th</sup> November 2019**

Short listing: **Monday 11<sup>th</sup> November 2019**

Interviews: **Thursday 14<sup>th</sup> November 2019**

Lambeth Council uses a variety of recruitment selection methods which offer applicants increased opportunities to demonstrate their skills and experience.

If you are shortlisted, the selection process may include tests as well as an interview. Successful candidates will be asked to apply for an Enhanced Disclosure from the DBS. Further information about the disclosure can be found at [www.gov.uk/dbs](http://www.gov.uk/dbs) and in the recruitment pack.

Lambeth Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and external agencies to share this commitment. It will be a requirement that a keeping children safe in education form is completed before you can commence your role. In addition, would you return your completed form to us.

Lambeth aims for quality services and equal opportunities for all.

If your application has been successful you will be contacted within 2 days of the closing date to attend an interview.

If you do not hear from us within two weeks of the closing date, you can assume that you have not been shortlisted on this occasion.

If your application has been successful you will be contacted within 2- 3 working days to attend an interview.

Yours Sincerely,

***Alero Oke***

**Ms Alero Oke**

**Admin/Finance Officer**



**Jessop Primary School & Children's Centre**  
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**Stockwell Primary School & Children's Centre**  
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