



Soar Valley College

A SPECIALIST MATHS AND COMPUTING COLLEGE

ASPIRE ENJOY ACHIEVE

September 2018

Dear Applicant

Pastoral Support Worker – Temporary to cover maternity leave

Thank you for your interest in the above vacancy at Soar Valley College. This is an exciting opportunity for an enthusiastic and hardworking individual, with excellent communication and interpersonal skills to join our outstanding school. The post will be this academic year.

Please find enclosed the following information in respect of this vacancy, and to assist you in completing your application:

- Job Description and Person Specification
- Application Form and supporting documents
- Information about the college

Application forms should be completed and your supporting letter should address why you wish to apply for the post, outlining the skills, experience and qualities you have that make you a suitable candidate for Soar Valley College.

These should be returned FAO Mrs Smita Stone to the above address or alternatively emailed to ssone@soarvalley.leicester.sch.uk **9am Monday September 17th 2018.**

We will acknowledge receipt of your application. We will inform those candidates shortlisted for interview within two weeks of the closing date and intend to interview within this period.

If you would like any further information regarding the post, please do not hesitate to contact the college.

Once again thank you for showing an interest in the post and I very much look forward to receiving your application.

Yours faithfully

Julie Robinson
Principal