

September 2017



Jessop Stockwell Federation

Executive Headteacher: Lilian Umekwe

Dear Applicant

Re: Bursar

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

Please read the job description carefully before filling out your application form. Please return your completed form to the Jessop Stockwell Federation via email or via post to one of our school addresses listed in the letter head by 12pm Friday 13th October 2017.

To arrange visits please contact

Ines Pereira/Melissa Mepsted on 07920 157 185 or patoeht@jsfederation.org.uk

Closing date: Friday 13th October 2017 at 12pm

Short listing Date: Friday 13th October 2017

Interviews: W/C 16th October 2017

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 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.

Lambeth aims for quality services and equal opportunities for all.

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

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



Jessop Primary School & Children's Centre
Tel: 020 7274 2333 **Fax:** 020 7274 5367
Address: Lowden Road London SE24 0BJ
Email: admin@jessop.lambeth.sch.uk
Web: www.jessopprimary.org.uk

Stockwell Primary School & Children's Centre
Tel: 020 7274 7687 **Fax:** 020 7274 9887
Address: Stockwell Road London SW9 9TG
Email: clericalofficer2@stockwell-pri.lambeth.sch.uk
Web: www.stockwell-pri.lambeth.sch.uk

