28 January 2019

Dear Applicant

**Admin/Finance Assistant Post (Maternity Cover)**

**Scale C – Term time only**

Thank you for your interest in this post. I enclose an application form, some information about the Academy and the post. Completed application forms should be returned to [recruitment@lordlawson.org.uk](mailto:recruitment@lordlawson.org.uk) by 1.00pm on 15 February 2019. Please note that A4 letters are now classed as a large letter and therefore more postage is required, any underpaid postage results in letters being delayed.

I am sure you will understand that we cannot notify all unsuccessful candidates, though we will do so on receipt of a stamped and addressed envelope. Candidates invited for interview will be contacted by letter.

If you have any queries, please do not hesitate to contact me on the number below.

Yours sincerely

N Patrick

Mrs N Patrick

**Office Manager**