From The Head of Human Resources
Debbie Pender

Tel: 01743 280983
Fax: 01743 272094
E-mail: dpender@shrewsbury.org.uk

Shrewsbury School

The Schools
Shrewsbury
SY3 7BA

School Switchboard
01743 280500

School Fax
01743 243107

PRIVATE & CONFIDENTIAL

TO ALL APPLICANTS

Dear Sir/Madam

re: **SWIMMING CO-ORDINATOR**

Thank you for your interest in the above position.

Please find enclosed a full application pack, which is also available to download from our website at www.shrewsbury.org.uk/page/job-vacancies:-

- Job Description and Person Specification;
- Recruitment Notes for job applicants;
- Application form.

Please note that should you complete the application form you may find the applicant guidance notes useful in detailing your experience against certain criteria.

Please ensure that you complete and return the enclosed equal opportunities and safeguarding forms. This information will be detached from your application form and is not seen by anyone involved within the recruitment process.

The post will involve working with children and is exempt from the Rehabilitation of Offenders Act 1974. All successful applicants will be subject to a Disclosure & Barring Service (DBS) Certificate before the appointment is confirmed. Further details will be forwarded to successful applicants.

The closing date for completed applications is **12pm (noon), Monday 12 November 2018**.

If you require any further information on this vacancy please do not hesitate to contact me on 01743 280 834 or humanresources@shrewsbury.org.uk.

Yours faithfully

Natasha Davies
Human Resources Co-ordinator