



Lord Williams's School

Sic itur ad astra a tous venaunts

Headteacher: Jon Ryder BA

Upper School Oxford Road, Thame, Oxon. OX9 2AQ
Lower School Towersey Road, Thame, Oxon. OX9 3NW

t: 01844 210510 e: office.4580@lordwilliams.oxon.sch.uk

w: www.lordwilliams.oxon.sch.uk

Date: November 2019

Dear applicant

Inclusion Assistant

Thank you for your interest in the above vacancy; we very much hope you will be encouraged to apply. On our website you will find:

1. Job description
2. Person specification
3. Terms and conditions of the post
4. An application form

The selection process

The selection process is an opportunity for you to learn more about the school and the department and for us to get a clear idea of the skills and qualities you have to offer. Whether or not you are successful, we hope that you will enjoy the time, getting to know more about the school and meeting some of the staff and potentially some students.

Making your application

Please read the person specification carefully since this will be used to assess your suitability for the post. You will note that some requirements will be used for shortlisting; these should be fully addressed on the application form. They may also form part of the selection process. The person specification states clearly how each area will be tested. Please note that if you do not meet the shortlisting criteria you may not be called for interview.

Application Form

Please complete the support staff application form (available online www.lordwilliams.oxon.sch.uk) and return it to personnel@lordwilliams.oxon.sch.uk

Please fully fill out the application form and please note, we do **not** accept CVs.

Your application must be returned to the Personnel Department on the Oxford Road site by Wednesday 20th November 2019 at 10am

Shortlisting

Shortlisting will take place as soon as possible after the closing date. If you would like us to inform you if you have not been shortlisted, please include an email address on your application form.

Any offer of employment will be subject to satisfactory medical, reference and Disclosure and Barring Service clearance and guidelines in the Asylum and Immigration Act. All applicants must be eligible to live and work in the UK.


If you have any queries regarding the above or would like to discuss the post on an informal basis, please do not hesitate to contact the Personnel Department.



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Thank you for your interest in Lord Williams's School; we look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read "Dawn E. Joshi". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Dawn Joshi
School Manager