

LANCASTER ROYAL GRAMMAR SCHOOL

East Road Lancaster LA1 3EF

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Mrs K Roberts – HR & Payroll Advisor



January 2022

Dear Applicant

Application for the post of Learning Support Assistant

Thank you for your enquiry about the above post. I have pleasure in enclosing details about the post and other, more general, information about the school. Should you wish to pursue your application would you please send a covering letter, a completed application form giving the names and addresses of three referees, and if you wish, a full curriculum vitae. Please return via email to recruitment@lrgs.org.uk or by post to:

Mrs K Roberts
HR & Payroll Advisor
Lancaster Royal Grammar School
East Road
Lancaster
LA1 3EF

Applications should arrive no later than **9am on Monday 20th February 2023** and it is anticipated that interviews will be held on Thursday 28th February 2023.

It may be necessary for me to contact you at short notice so it would be very helpful if you can suggest an appropriate telephone number and e-mail address in your letter of application.

LRGS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to show this commitment. The successful applicant will need to undertake clearance through the Disclosure and Barring Service (formerly CRB).

Yours sincerely

Mrs Kate Roberts
HR & Payroll Advisor