ADM/RJF

July 2017

Dear Applicant

**Baker (Ref 17/09) /Support Services Assistant (Catering) (Ref 17/19)**

Thank you for your interest in the catering vacancies at our school. The department is very successful and provides healthy cooked meals, sandwiches, snacks, desserts, cakes and biscuits to around 1400 students and staff each day. You will be welcomed into our supportive and friendly team of 25 catering staff. On the job training will be provided and we are also keen to develop staff further with apprenticeship qualifications.

The following documents are provided to help you with your application:

* Information about the school
* Job Description and Person Specification
* Guidance notes for completing the application form
* Application form
* Equal Opportunities Monitoring form

Lady Manners School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. Our Safeguarding and Child Protection policy can be found on the vacancies page of our website.

Please return your application form by **21 August 2017.**

Best of luck with your application.

Yours sincerely

A D Meikle

Headteacher