September 2019

Dear applicant

**Safeguarding and Vulnerable Pupils Manager**

Thank you for your interest in the above post, which is offered as soon as possible.

Please see separate attachments for general details of the school, a description of the post offered personnel specification and an application form. Our latest Ofsted report is accessible via the website at www.southcharnwood.leics.sch.uk. If you wish to proceed, please complete the application form and return it to me.

Please note the application form must be completed in full before it will be considered. South Charnwood High School implements a rigorous robust recruitment process that gathers evidence about candidates’ suitability to work with children, as well as their suitability for the post in question, and has pro-active safeguarding procedures in place to address inappropriate behaviour. As this job is designated as a ‘regulated activity’ an enhanced DBS with Barred list check is essential. Please see the school website for job applicant Privacy Notice.

The closing date for applications is 12 noon Monday 21st October 2019. Interviews will take place as soon as possible after this date. Should you have not heard from us by Monday 28th October, then please assume that your application has been unsuccessful.

If you have any particular questions concerning the post, please do not hesitate to get in touch with me personally. Thank you for the time and effort you have already spent finding out about South Charnwood High School. I look forward to receiving your application to join our successful team.

Yours sincerely

Andy1

**ANDREW MORRIS**

**Headteacher**