Conisborough Crescent
London SE6 2SE

T: 020 8461 9600
E: info@cc.lewisham.sch.uk
W: conisboroughcollege.co.uk

A Colfe's Associate School

Headteacher:
Dr S. Mundy - MSc, NPQH

September 2017

Dear Applicant,

RE : HR MANAGER (Part time)

Thank you for your enquiry regarding the post of HR Manager. The post is offered on a permanent contract, 3 days a week (21 hours a week), term-time only + 4 weeks (42 weeks in total). The salary offered is APT&C Scale PO1, pt 34 –£33,627 pro-rata (actual salary £18,491). I attach information about the school, a job description and a person specification together with an application form.

Conisborough College is an exciting place to work and has gone through a period of considerable change. In 2009 we moved into a brand new purpose-built site that gives our students access to the very best educational facilities. High quality support and CPD is regularly available from expert colleagues. We are also involved in a partnership with Colfe's, an independent school in Greenwich.

I hope you will be interested in taking your initial enquiries further and look forward to receiving your completed application form, equal opportunities statement and personal statement which should address the person specification and your reasons for applying for the post.

Applicants should read the application form carefully and ensure that all parts of the form are fully completed and you are asked to note that a curriculum vitae is not an acceptable alternative to this. The closing date for application is Thursday 21st September 2017 (midday) and after short-listing interviews will be held on Wednesday 4th October 2017. Interviews will comprise a range of activities including an opportunity to look around the school.

The school is committed to safeguarding and promoting the welfare of children and the successful applicant will be expected to undertake a criminal record check via the Disclosure and Barring Service.

Yours faithfully

Dr S. Mundy
Headteacher