



BOUSFIELD PRIMARY SCHOOL

South Bolton Gardens, London SW5 0DJ
Tel: 020 7373 6544 Fax: 020 7373 8894

email: info@bousfield.rbkc.sch.uk
www.bousfieldprimaryschool.co.uk

Headteacher: Helen Swain B.Ed MA

January, 2019

Dear Applicant,

Thank you very much for your interest in the Communications Officer role we have available.

Applications must be made on the application form supplied, a CV alone will not be considered. The attached job description and person specification should be consulted when describing the skills and competences you can offer in order to fulfil the role.

Please note that application forms are used only for the purposes of recruitment to this particular role. If successful the application becomes part of the staff file. Unsuccessful applications are held for six months before being destroyed. Should you wish your application to be destroyed before this time, please email me at the address below.

I look forward to receiving your application form to enable us to consider you for interview.

Regards,

**Tamsin Roberts
School Business Manager
tamsin.roberts@bousfield.rbkc.sch.uk**

