ADM/RJF

January 2019

Dear Applicant

**Site Supervisor - Reference 18/18**

Thank you for your interest in the above post at Lady Manners School.

The post is for 20 hours per week on a permanent basis, 4 hours on a temporary basis until 31 August 2019 and up to 11 ¾ hours per week on a temporary basis linked to external funding. We are expecting the external funding to be confirmed during January and is usually awarded for three years.

To assist you in your application and to give you some background to Lady Manners School the following documents are enclosed with this letter:

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

Should you have any further questions or wish to discuss the role informally, please do not hesitate to contact the school.

Due to this post having access to children, candidates will be required to undertake a Criminal Record Check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

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 **20 January 2019.** I would like to thank you for your interest in working at Lady Manners School. We look forward to receiving your application.

Yours sincerely

A D Meikle

Headteacher