July 2017

Dear Applicant

Thank you for your enquiry about the post of **Attendance Officer** at Morpeth School.

As described in the advert, this is a full-time, term-time only post plus 2 weeks. The working hours are 8am to 4pm during term-time, with specific additional days in the school holidays (1 day in each half term holiday, 2 days at the end of the Autumn and Spring terms and 3 days in the summer).

Please see the attached documents for background information on the school, the job description/selection criteria, and the application form. **Please note that candidates will be expected to address the Selection Criteria in the supporting statement section of the application form.**

The closing date for applications is **noon on Monday 31 July 2017.** Please return your completed application form by email or post to **recruitment@morpeth.towerhamlets.sch.uk**. Successful applicants will be contacted by telephone. Interviews will be held at the school after the half term holiday.

As we are expecting a large number of applications, we will not be able to reply individually to unsuccessful applicants. Therefore if you have not heard from us by Monday 7th August, please assume you have not been shortlisted.

Please note that as this post involves working with young people, it is exempt from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions and bind-overs (including those regarded as ‘spent’ for other purposes) must be declared. The successful candidate will also have to undergo an enhanced DBS check.

Yours sincerely

Jackie Frost

Bursar