

LUDLOW JUNIOR SCHOOL

Executive Head Teacher: Mr Simon Watkins

Business Manager
Mrs Debbie Rooke



Friday, 05 February 2021

Dear Applicant

Thank you for the interest you have shown in our recent advert. Please find enclosed an application pack for the following post;

Post:	General Site Assistant
Salary:	£20,092 - £21,811 per annum
Hours:	37 hours per week, Monday to Friday, 52 weeks per year
	Early shift – 05.30 – 13.25
	Late Shift – 10.20 – 18.15

Completed application forms may be posted to the address below or e-mailed to amy.noades@ludlowjunior.org.uk by the **closing date of Tuesday 23rd February 2021 at mid-day.**

Should you require an acknowledgement, please enclose a stamped addressed envelope. If you have not heard from me within 30 days of the closing date, your application will have been unsuccessful on this occasion.

COMPLETING THE APPLICATION FORM

Your application will be judged against the job description and person specification for the post. Please make sure that you:

- Refer to each point on the Person Specification (essential requirements of the post)
- Give details of your experience in each area listed; include relevant details of current and previous jobs.
- Remember – experience gained outside paid employment may be just as important – for example, voluntary work, household administration, etc.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and undertake the relevant Disclosure and Barring Service checks satisfactorily.

Should you require further assistance regarding your application or to arrange a tour please contact Amy Noades via the school office or email amy.noades@ludlowjunior.org.uk.

May I wish you every success with your application.

Yours sincerely

Debbie Rooke
School Business Manager

Peveril Road, Itchen, Southampton, SO19 2DW

Tel: 023 8044 7885

Email: info@ludlowjunior.org.uk

Website:
www.ludlowjunior.org.uk