



Founded 1636 by Grace, Lady Manners  
Lady Manners School

ADM/RJF

Dear Applicant

### Casual Posts

Thank you for your interest in casual posts at Lady Manners School. The following roles are available:

#### Relief Support Services Assistant

Grade 3 (currently £9.43 per hour, including £1.37 per hour holiday pay). Duties include working in the catering department, cleaning or and supervising students. Working hours are available between 6 am and 7.15 pm and exact shift patterns will be negotiated.

#### Casual Invigilator

Grade 4 (currently £9.62 per hour, including £1.39 per hour holiday pay). Available working hours will be between 8 am and 4.30 pm during the summer exam period during May and June. Exact shift patterns will be negotiated.

Please note that there are no guaranteed hours associated with these posts.

Please find enclosed the following information which you will need to complete your application.

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

Please state clearly on your application which post(s) you are applying for.

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.



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These are on-going vacancies with no planned closing date. Applications will be considered as and when they are submitted.

Yours sincerely

G Peat  
Headteacher