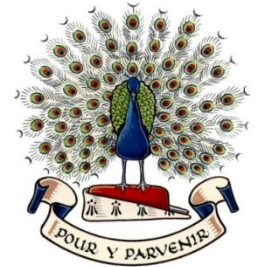


GP/RJF
January 2022



Founded 1636 by Grace, Lady Manners
Lady Manners School

Dear Applicant

School Business Assistant (SEND)/ Learning Support Assistant - Reference 21/44

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

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 **31 January 2022**. I would like to thank you for your interest in working at Lady Manners School. We look forward to receiving your application.

Yours sincerely

G Peat
Headteacher



Headteacher: G Peat BA (Hons) NPQH NLE

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