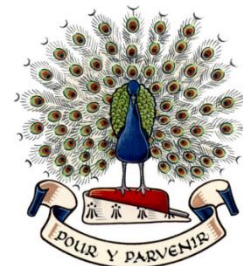


GP/RHS
March 2023



Founded 1636 by Grace, Lady Manners
Lady Manners School

Dear Applicant

Site Supervisor - Reference 23/11

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

Weekend work

We hire our school premises to external customers during the evenings (5.30 pm to 9.00 pm) and at weekends (Saturdays 9.00 am to 5.30 pm, Sundays 9.00 am to 4.00 pm). There is a rota for weekend working shared with four colleagues. The exact hours worked during your weekend 'on' will depend on the lettings booked for that day.

Weekend work is paid at time and a third.

Annual Leave

The annual leave entitlement is 21 days pro rata plus 4 concessionary days (which are fixed at Christmas) rising to 26 days pro rata plus 4 concessionary days after 5 years' service. Annual leave must be booked with permission of the Premises Manager with no more than 1 week at a time to be taken in term time and no more than 2 weeks to be taken during the summer holiday.

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

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.



Headteacher: G Peat BA (Hons) NPQH NLE

Shutts Lane, Bakewell, Derbyshire, DE45 1JA

Tel: 01629 812671 Fax: 01629 813883 Email: info@ladymanners.derbyshire.sch.uk Web: www.ladymanners.net



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 **27 March 2023**. 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