



Founded 1636 by Grace, Lady Manners  
Lady Manners School

GP/RJF  
July 2024

Dear Applicant

### Teaching and Learning Assistant - Reference 24/29

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.

Headteacher: G Peat BA (Hons) NPQH

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Please return your application form by **19 August 2024**. **Interviews will take place on 22 August 2024**. 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