

19th January 2024

Dear candidate,

Thank you for your interest in our school and the role of Receptionist/Admin Assistant.

We are a positive school with a unique and inclusive atmosphere - many of our visitors comment on this. We aim to create the best environment possible in which teachers can teach and children can learn and achieve or, in other words, 'be the best that they can be'. We are proud of what we have achieved so far as a school and are excited about our future. To this end, we aim to recruit the best staff possible to help us continue to improve, grow and serve this community.

The application pack should include the following:

- 1 Details of the vacancy including the salary and closing/interview dates;
- 2 Job Description explaining the function of the post,
- 3 Person Specification detailing the qualities we are looking for in the successful candidate;
- 4 Main application form; and
- 5 Shorter supplementary forms.

The deadline for applications is 12noon Wednesday 31st January 2024.

It is essential that you read the Job Description and Person Specification before completing the application form.

Please ensure that all sections of the form are complete before you submit it. Your personal statement should reference all, or at least the essential requirements, of the Personal Specification as we will assess how well your supporting statement matches these requirements when we are shortlisting. We would also like you to include a paragraph on why securing a job at Marvels Lane Primary School would be important to you. You're advised to you look back over the form after completing it to ensure that you've answered all questions and that all information is accurate.

We are happy to accept forms either electronically (emailed to Mrs Sullivan sbm@marvelslane.lewisham.sch.uk) or sent/delivered to the school address. Please note that forms that we receive after the deadline will not be considered. We do not accept CVs.

If shortlisted, you will be invited for interview on **Friday 2nd February 2024**. You will also be asked to complete a short task.

While we make an effort to contact all applicants, we are sometimes only able to contact shortlisted applicants. This means that if you don't hear from us by the interview date you will not have been shortlisted.

We follow strict and rigorous procedures for safeguarding and promoting the welfare of our children. Your suitability to work with children will be assessed during interview, references will be requested after shortlisting, and enhanced Disclosure and Barring Service (DBS) checks will be carried out before appointment.

I look forward to hearing from you.

Yours faithfully,



Edward Dove
Headteacher