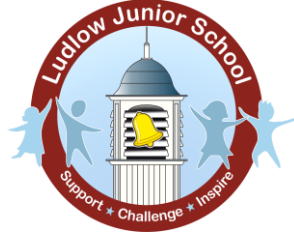


# LUDLOW JUNIOR SCHOOL

Executive Head Teacher: Mr Simon Watkins

**Business Manager**  
Mrs Debbie Rooke



**Standards Team**  
Mrs Vanessa Chandler  
Mrs Gillie Hotston  
Mrs Emma Stevenson

Tuesday, 07 May 2024

Thank you for the interest you have shown in our recent advert for the role of **Administrative Assistant (Maternity Cover)**. Please find enclosed an application pack for the following post;

**Post:** Administrative Assistant, Temporary Maternity Cover  
**Salary:** Grade 6 (SCP 12-17) - £21,018 - £22,725 actual salary per annum  
**Hours:** 34 hours per week, 08.30 – 16.30, Monday to Friday, Term-Time Only

Completed application forms to be e-mailed to [recruitment@ludlowjunior.org.uk](mailto:recruitment@ludlowjunior.org.uk) by the closing date of **Monday 3<sup>rd</sup> June 2024 at midday**.

If you have not heard from me within 30 days of the closing date, your application will have been unsuccessful on this occasion.

## COMPLETING THE APPLICATION FORM

Your application will be judged against the job description and person specification for the post. Please make sure that you:

- Refer to each point on the Person Specification (essential requirements of the post)
- Give details of your experience in each area listed; include relevant details of current and previous jobs.
- Remember – experience gained outside paid employment may be just as important – for example, voluntary work, household administration, etc.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and undertake the relevant Disclosure and Barring Service checks satisfactorily.

Should you require further assistance regarding your application or have any questions please contact Amy Nades by emailing [recruitment@ludlowjunior.org.uk](mailto:recruitment@ludlowjunior.org.uk)

May I wish you every success with your application.

Yours sincerely

**Simon Watkins**  
Executive Head

Registered Office: Peveril Road, Itchen, Southampton, SO19 2DW

Tel: 023 8044 7885

Email: [info@ludlowjunior.org.uk](mailto:info@ludlowjunior.org.uk)

Website: [www.ludlowjunior.org.uk](http://www.ludlowjunior.org.uk)

Ludlow Junior School Limited is a company registered in England and Wales

Company No: 08291623

Charity Registration No: EWO1914