

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

Thursday, 18 April 2024

Thank you for the interest you have shown in our recent advert for the role of **Fixed Term Administrative Assistant**. 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 by the closing date of **Wednesday 1st May 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

May I wish you every success with your application.

Yours sincerely

Simon Watkins
Executive Head

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

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Email: info@ludlowjunior.org.uk

Website: www.ludlowjunior.org.uk

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

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