GP/RHS

January 2025

Dear Applicant

**School Business Assistant - Reference 25/02**

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

Please see the attached job description under ‘related documents’ for further information about the role. You can also click on ‘view our careers page’ for more information about the school.

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.

Please click on ‘apply now’ to complete the online application form by **19 January 2025.**

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