



Headteacher: Jackie Sumner BEd Dip MSl NPQH

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Dear Applicant,

Thank you for showing an interest in the vacancy for a teaching post at Rachel Madocks Special School. I am pleased to enclose an application pack with details of the vacancy concerned. Please ensure all documentation required is returned by the closing date as stated in the vacancy advertisement. If you have any queries please do not hesitate to give me a call.

It is essential you visit our provision during school hours prior to making an application. We want you to see for yourself how exciting it is to work with our special learners before making a decision to apply for this post. We will be happy to arrange a mutually convenient appointment for you to do this. Please contact me with regard to organising this visit for you, if you have not done so already.

Please may we ask you to include a passport size photo with your application and please note we will not acknowledge receipt of applications unless you specifically request us to do so and enclose a stamped addressed envelope or an email address with your letter of application?

Rachel Madocks Special School is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure Barring Service checks along with other relevant employment checks.

Finally, we thank you for your interest in a post at our school and look forward to hearing from you further.

Yours sincerely,

Coleen Smith [c.smith@rachelmadocks.hants.sch.uk](mailto:c.smith@rachelmadocks.hants.sch.uk)