



Headteacher: Jackie Sumner BEd Dip MSt NPQH

Eagle Avenue Cowplain Waterlooville Hampshire PO8 9XP Telephone (023) 9224 1818 Facsimile (023) 9226 9521

Dear Applicant,

### **Learning Support Assistant**

Thank you for showing an interest in a post at Rachel Madocks Special School. I am pleased to enclose an application pack with details of the vacancy concerned. If you have any queries please do not hesitate to give me a call.

I confirm we do accept electronic completed forms; if successful you will be asked to sign the application form before appointment. Please include a recent photo when submitting your application.

Short-listed candidates will be contacted soon after the published closing date, but if you have not heard from us within two weeks, please assume your application has been unsuccessful on this occasion.

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.

Meanwhile, we look forward to your application and thank you for applying for this post.

Yours sincerely,

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

**Business Manager**