



Headteacher: Jackie Sumner BEd Dip MSI NPQH

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

Dear Applicant,

Receptionist/Administrative 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.

Please note the role profile enclosed is generic but generally reflects the tasks this post involves although there will be some variations.

We welcome visits to our school from prospective candidates and ask that you email me at c.smith@rachelmadocks.hants.sch.uk to arrange a mutually convenient appointment.

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 Criminal Records Bureau 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
Business Manager