



Eagle Avenue Cowplain Waterlooville Hampshire PO8 9XP Telephone (023) 9224 1818 E admin@rachelmadocks.hants.sch.uk

Headteacher: Niki Wilson BA (Hons) PGCE NPQH

Dear Applicant,

Learning Support Assistant Vacancy

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.

I confirm we do accept electronic completed forms; if successful you will be asked to sign the application form before appointment.

Short-listed candidates will be contacted soon after the published closing date with details of the interview date, time and what they will need to bring along with them. We will also contact you to let you know if you have been unsuccessful and not shortlisted.

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
Business Manager