



THE LONDON NAUTICAL SCHOOL

61 STAMFORD STREET, LONDON SE1 9NA

TELEPHONE: 020 7928 6801

EMAIL: admin@LNS.org.uk

Dear Applicant,

6th June 2022

Ref: Site Care Taker

Thank you for your interest in our vacant post of **Site Care Taker**

If you are shortlisted, the selection process will include an interview with the Head Teacher and Business Manager. If you have any questions about the recruitment process, or if you have a disability and have particular requirements you would like us to consider, please contact me at the address below.

The post is 'exempt' under the Rehabilitation of Offenders Act 1974. The successful candidate for this post will be asked to apply for an **Enhanced** Disclosure. (Please note that in relation to Section G on the application form, if you do have a criminal record or pending prosecutions, your declaration of this should **not** be sent with the application form but should be sent under separate confidential cover to Hr@LNS.org.uk

Please ensure that your full name and post title is included with any information sent. **Please read the enclosed guidelines for further information.**

If you do not hear from us within one week of the closing date, you can assume that you have not been shortlisted on this occasion.

Please return your application form by email to hr@LNS.org.uk

In this application pack we have enclosed:

- Job description
- Person Specification
- Application form
- Guidance Notes for Applicants
- Asylum & Immigration form

If you are shortlisted you will be invited to take part in a selection process.

Yours Sincerely,

Mr M Schofield

Headteacher

Over 100 years of Nautical Education

www.lns.org.uk