



THE LONDON NAUTICAL SCHOOL
61 STAMFORD STREET, LONDON SE1 9NA
TELEPHONE: 020 7928 6801 EMAIL: admin@LNS.org.uk

July 2022

Dear Applicant,

POST: Higher Level Teaching Assistant and Deputising Base Lead

Thank you for your interest in the above post at The London Nautical School. We are a boy's school right in the heart of London and we are looking for a well organised professional who has the drive, passion, resilience and the desire to make a real difference in our ASD Resource Base. We look forward to receiving your completed application. We are seeking a reliable, professional who will be committed to the school and our pupils and keen to add value to this critical role. Previous experience is desirable but not essential as full training will be provided.

The London Nautical School uses a variety of recruitment selection methods which offer applicants increased opportunities to demonstrate their skills and experience. If you are shortlisted, the selection process may include tests as well as an interview. 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 to assist you in the process please contact Mr. R Melia via email HR@Lns.org.uk

If you would like to visit the school prior to applying please do not hesitate to contact us via email hr@Lns.org.uk to make the necessary arrangements.

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 Mr. R Melia via email 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.**

Please return your application form by **Tuesday 19th July 2022** via email to HR@Lns.org.uk :

In this application pack we have enclosed:

1. Job description/Person Specification
2. Application form
3. Guidance Notes for Applicants
4. Asylum and immigration act Form

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

Yours sincerely,

Mr. Michael Schofield
Headteacher