



THE LONDON NAUTICAL SCHOOL

61 STAMFORD STREET, LONDON SE1 9NA

TELEPHONE: 020 7928 6801

EMAIL: admin@LNS.org.uk

15th November 2021

Dear Applicant,

POST: Learning Support Centre Manager

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 school reception and front of house provision. 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 post covers all aspects of supervision in our internal exclusion center – see our job description for full details.

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 sbm@lns.org.uk

If you would like to visit the school prior to applying please do not hesitate to contact us via email sbm@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 sbm@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 **23rd November 2021** via email to sbm@lns.org.uk :

Mr. R Melia
C/o The London Nautical School,
61 Stamford Street
London
SE1 9NA

In this application pack we have enclosed:

1. Job description/Person Specification
2. Application form

Over 100 years of Nautical Education

www.lns.org.uk

3. Guidance Notes for Applicants
4. Asylum and immigration act Form

If you are shortlisted you will be invited to take part in a selection process, with interviews being held on the 25th November 2021

Yours sincerely,



Mr. Michael Schofield
Headteacher