



THE LONDON NAUTICAL SCHOOL

61 STAMFORD STREET, LONDON SE1 9NA

TELEPHONE: 020 7928 6801

EMAIL: admin@LNS.org.uk

28th October 2021

Dear Applicant,

POST: Site 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 sixth form. We look forward to receiving your completed application.

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 **12th November 2021** via email to sbm@lns.org.uk fao Rob Melia:

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
- 5.

If you are shortlisted you will be invited to take part in a selection process, with interviews being held on the 19th November 2021

Yours sincerely,

Mr. Michael Schofield
Headteacher

Over 100 years of Nautical Education

www.lns.org.uk