



**THE LONDON NAUTICAL SCHOOL**  
61 STAMFORD STREET, LONDON SE1 9NA  
TELEPHONE: 020 7928 6801      EMAIL: [admin@LNS.org.uk](mailto:admin@LNS.org.uk)

8<sup>th</sup> November 2021

Dear Applicant,

POST: Student Services Officer (School Reception)

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 (including first aid training). The post covers all aspects of front of house duties in a busy school and the post holder will be expected to also provide basic first aid cover for our pupils.

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](mailto: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](mailto: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](mailto: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 **11<sup>th</sup> November 2021** via email to [sbm@lns.org.uk](mailto: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

Over 100 years of Nautical Education  
[www.lns.org.uk](http://www.lns.org.uk)

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 a selection process, with interviews being held on the 26<sup>th</sup> November 2021

Yours sincerely,



Mr. Michael Schofield  
Headteacher