



Date as postmarked.

Dear Applicant,

Thank you for your recent job enquiry. I enclose an application form and further details on the application procedure. **Please note that application forms should be completed with reference to the job description and person specification.** Should you be interested in applying for more than one post, please indicate this clearly on your form.

Bradstow School provides education and care to children with autism, severe learning difficulties and challenging behaviour and is maintained by Wandsworth Borough Council.

Should you decide to apply for the vacancy (ies), please return your completed application, before the closing date specified in the advertisement, to:

HR Department
Bradstow School
34 Dumpton Park Drive
Broadstairs
Kent
CT10 1BY

Please ensure that you use the correct postage, as incorrect postage incurs a high charge to the school and causes delays which can prevent applications from meeting the deadline. Due to the high cost of postage, we do not acknowledge receipt of applications. If you would like confirmation that your application has been received, please provide a stamped addressed postcard and attach it to your application form. Similarly, we do not write to unsuccessful candidates. If you have not heard from us within 6 weeks of the closing date specified in our advertisement, please assume that you have not been successful on this occasion. If you would like to be advised that you have not been selected for interview, then please provide a stamped addressed envelope.

Applicants are advised to fully complete every section of application form, as failure to do so may result in your not being selected for interview. Particular attention should be paid to Section 6 of the form, where applicants are required to provide detailed reasons as to why they are suitable for the post. We also advise providing examples where possible.

Please note that the selection process includes a basic literacy assessment test.

If you would like any help in making your application or have any queries, please do not hesitate to contact the school on 01843 862123.

Thank you for your interest in Bradstow School.

Yours faithfully

Sarah Dunn
Headteacher