

Dear Applicant

Re: Your application for the post of: PA to SLT/ Administration Support

Thank you for expressing an interest in working with Saffron Valley Collegiate, which consists of: KS3, SVC East, KS4 South and KS4 North.

Please note that, as part of the Collegiate's commitment to safeguarding children and young people, references will be sought for all shortlisted candidates prior to interview unless you have indicated otherwise on the application form.

Please ensure that you include a personal statement with your application form. It is vital that you write it with specific reference to every individual point on the person specification for the post. It will aid the shortlisting process if you address them one by one, in the order that they appear in the person specification (final page of the job profile).

Applications will be signed by shortlisted candidates at interview.

Yours faithfully

Gill LaRocque
Headteacher
Saffron Valley Collegiate

BE READY, BE RESPECTFUL, BE SAFE

KS3 Provision
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Email: ks3@saffronvalleycollegiate.co.uk

SVC East Provision
John Ruskin College Site, Selsdon Park Road, Croydon, CR2 8JJ
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KS4 North Provision
17 Sylvan Road, London, SE19 2RU
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Email: ks4north@saffronvalleycollegiate.co.uk

KS4 South Provision
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