

Walton High School,

The Rise,

Walton on the Hill,

Stafford

ST17 0LJ

Date as postmark

Dear Applicant

**WELFARE MANAGER – PERMANENT CONTRACT**

**start date – JUNE 2024**

**32.5 HRS PER WEEK - term time only**

**Salary: GRADE 6 – SCP 9-15**

**(£19,160 – £21,205 per annum)**

Thank you for your interest in the above post. We are delighted that you are considering joining our accomplished team.

Please see attached documents:

* Application form
* Recruitment monitoring form
* Job advertisement
* Job Description

If you would like to apply for the post please complete the recruitment monitoring form and the application form in full and send it to the Business Manager (recruitment@walton.staffs.sch.uk) A *curriculum vitae* will not be accepted. Your letter of application should be about 2 sides of A4 and should address the requirements of the Job Description and Person Specification.

Prospective candidates are very welcome to come for an informal visit to the school prior to submitting their application. You should contact us via email, if you wish to do so.

**Closing date for applications 9 am on Tuesday 7th May 2024**

**Interview date to be confirmed**

Unfortunately, due to the high volume of applications, we are unable to provide feedback to people who are not called for interview.

Please be aware that all correspondence will be by e-mail where an address has been provided on the application form.

I look forward to receiving your application.

Yours sincerely

**Mr N D Finlay**

**Headteacher**