

**Orley Farm School**

South Hill Avenue Harrow on the Hill Middlesex HA1 3NU

School Office020 8869 7600 office@orleyfarm.harrow.sch.uk

www.orleyfarm.harrow.sch.uk

**Cheryl Jarman (Assoc. CIPD) HR Manager**

Direct Line 020 8869 7643 jarmanc@orleyfarm.harrow.sch.uk

Dear Candidate

Thank you for your expression of interest in the position of Bursar at Orley Farm School.

Please find within this application pack:

* The Application Form and explanatory notes for completing the form and the recruitment process.
* A Job Description and Person Specification.
* An Equal Opportunities Monitoring form.

***The Appointment Process***

In order to apply, please submit the Application Form and a comprehensive CV along with a covering letter addressed to Mr Colin Hayfield, Chairman of Governors, setting out your interest in the role, and details of how you match the required criteria. Please include the names and addresses of three referees. Referees will not be contacted until the final stages of the interview process after gaining your consent.

The preferred method of application is via [jarmanc@orleyfarm.harrow.sch.uk](mailto:jarmanc@orleyfarm.harrow.sch.uk)

If candidates prefer to submit a postal application, please send to:

Cheryl Jarman

Orley Farm School

South Hill Avenue

Harrow

Middx HA1 3NU

All applicants are asked to complete an Equal Opportunities Monitoring Form.

Applications must be received by 30th September.

Candidates may wish to visit the school prior to making an application. Should you wish to do so, please contact either the Bursar, Mr Tim Brand on 0208 8697603 or the Assistant Bursar, Miss Sue Mitchell on 0208 8697602 to arrange an appointment.

First stage interviews will take place during mid-October and final interviews will take place towards the end of October. The successful candidate will be notified of their appointment by the 1st November and will be required to take up their appointment during April 2016.

Orley Farm School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

If you have a disability and need any assistance with the application process, or require the Application Form in large font please contact me on 0208 8697643 and I will be happy to help with this.

If you have any questions or would like any further information about the position please feel free to contact me on the above number.

Yours sincerely

C L Jarman

Mrs Cheryl Jarman

HR Manager