



WATFORD GRAMMAR SCHOOL FOR GIRLS

Headmistress Helen Hyde MA

Lady's Close, Watford WD18 0AE
Tel: 01923 223403

www.watfordgrammarschoolforgirls.org.uk
admin@watfordgirls.herts.sch.uk

INFORMATION PACK FOR APPLICANTS

RECRUITMENT PACK CONTENTS AND DETAILS OF THE SELECTION PROCESS

Sims Administrator

37 hours per week x term time (plus 5 days to be worked during summer examination period in August)

Thank you for requesting details of the above post. We are pleased to enclose the following information:

Application form (including Equal Opportunities Monitoring Sheet*)
Job Description & Person Specification (combined)

*this will be separated from your application form on receipt.

You are welcome to send a copy of your cv however it must be accompanied by a fully completed and signed application form. A cv alone will not be considered. The form can be completed and returned electronically however if this is the case it will need to be signed in person where the applicant is called for interview.

Completed application forms will not be acknowledged.

Interviews will be held as follows:

Week beginning 13th December 2010

Further details will be provided in writing if you are selected for interview. If you have not heard from the school by 13th December 2010 you may assume you have not been selected. Applicants not called to interview will not be informed that they have been unsuccessful.

Applicants invited for interview will be required to bring with them original copies of teaching or other relevant qualifications for verification, as well as documentation to comply with the provisions of the Immigration, Asylum and Nationality Act 2006. Details of documents required will be specified in letters to those called for interview.

If you are selected for interview, you will also be invited to make a visit to the school to view the facilities and ask general questions. This will normally take place on the same day as the interview.

Contact details for Return of Completed Application forms and other enquiries:

Sue Dabiran
PA to Headmistress/HR Manager
Watford Grammar School for Girls
Lady's Close
Watford
WD18 0AE
Pa2head@watfordgirls.herts.sch.uk
01923 223403



SPERATE PARATI

Go forward with preparation

I can do it and I will do it