**LETTER IN RESPONSE TO EXPRESSION OF INTEREST**

Dear [name]

Thank you for your expression of interest in the position of [position] at [Name of School].

Please find enclosed:

* The application form and explanatory notes about completing the form and the recruitment process.
* A job description and person specification.
* Equal opportunities monitoring form.
* The School’s Child Protection and Safeguarding Policy Statement.
* Recruitment Privacy Notice
* [Data Protection Policy]

To be considered for the post please return the completed application form, no later than [date]. We expect to be calling candidates to interview from/on [date].

If you have a disability and need any assistance with the application process or require the application form in large font please contact [name] who will be happy to help with this. *[Please note that where possible it would be better for this to be directed to an individual not involved in the recruitment decisions].*

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

Yours sincerely