

November 2019

Dear Applicant

POST: Data Administrator, Grade C - Permanent

Thank you for expressing an interest in the above vacancy.

Would you please return your completed signed application form by 9.00am on the closing date, Friday 15th November 2019.

We will accept your application form by e-mail to recruitment@tavistockcollege.org however, we will require the signed document to be sent to us by post. Please ensure you place the correct postage on your application. *(As a guide, at the time of writing, a large letter (A4) up to 100g will cost £1.06 first/83p second class; 101g - 250g will cost £1.50 first/£1.32 second class).*

An email acknowledgement of your application will be sent to you on receipt however if you would also like confirmation of receipt of your hard copy application please enclose an SAE.

If you have not heard from us within two weeks of the closing date please assume that on this occasion your application has been unsuccessful.

Yours faithfully



Sarah Jones
Principal of Tavistock College

Together; we care, we challenge, we excel