New College Leicester

Principal: Mrs Jane Brown

Outstanding Progress for All

September 2021

Dear Colleague,

Thank you for your interest in this very important post. I have enclosed for your information an application form, the post's job description, personal specification and our safeguarding policy.

If you wish to apply, please fill in the application form and attach a letter of application and return to myself by Monday 1st October 2021 – 12 pm.

We do not normally write to applicants who have not been shortlisted for interview or test as we are committed to limiting our use of paper and other resources. If you have not heard from us within two weeks of the closing date, you may assume that your application has been unsuccessful on this occasion.

Please feel free to contact me on 0116 231 8501 if you have any queries or questions.

I look forward to receiving your application form and letter of application.

Yours sincerely



Mrs Lynn Dawson
HR/Administration Manager

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