



Benfield and Hangleton Federation

Chair of Governors: Jenny Barnard-Langston
Vice Chair: Clive Bolton
Executive Head: Emma Lake



Dear Applicant

Thank you for responding to our advertisement for the post of HLTA at the Hangleton and Benfield Federation. Working within the federation means that you could be based at either school, and provides increased CPD opportunities.

We enclose a recruitment pack containing all the relevant information you will need to make your application:-

Job description

Person specification

Information about the schools can be found on the school website at www.hangleton.brighton-hove.sch.uk and www.benfield.brighton-hove.sch.uk

Please note that the criteria within the person specification describes the essential skills, ability, experience and qualification needed in order to carry out the duties of the post. Your statement on this is therefore very important as it is your opportunity to demonstrate these skills. Use the person specification criteria as headings when writing your statement and where applicable, give examples of situations when you have used the skills and attributes detailed. This can be in bullet-point form or prose, but should be no longer than **2 sides of A4 paper**.

It is very important that your application is in the format requested as candidates will be short-listed on the person specification criteria alone.

The closing date for applications is **noon** Friday 7th June 2019

Please send your completed application form and posted directly to either school (or by email to jobs@hangleton.brighton-hove.sch.uk)

Tours of the schools are highly recommended; please contact the school office to arrange.

The interviews will be held w/c 10th June 2019. If you have not heard back from us by 30th June 2019 you can assume that your application was not successful.

Thank you once again for the interest you have shown in this post.

Yours sincerely

Emma Lake