



## CHETHAM'S LIBRARY

Thank you for your expression of interest in the post of **Visitor Services Coordinator** at Chetham's Library. Chetham's Library and College House are part of the wider Chetham's charitable organisation, along with Chetham's School of Music. Chetham's Library follows the same recruitment processes as Chetham's School of Music.

The recruitment pack on the website contains the following:

- Job Advert
- Job Description including Child Protection Policy Statement
- The Application Form and Explanatory Notes about completing the form and the recruitment process
- Some details about Chetham's
- Policy on the recruitment of ex-offenders
- The School's Recruitment Policy
- The School's Safeguarding Policy

To be considered for the post please return the correctly completed Application Form together with a covering letter, stating why you have applied for the post and giving any other relevant information not already covered elsewhere in the Form no later than **9.00am on Wednesday 11 April 2018**. If posting, please ensure correct postage is applied to any correspondence (large envelope stamp) as insufficient postage does delay mail, (payments have to be met by the School) and frequently this delay results in missed vacancy deadlines.

The recruitment process and associated paperwork is in line with the standard regarding safeguarding children and safer recruitment in education.

- Chetham's is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child protection screening including checks with past employers and complete a Disclosure and Barring Service (DBS) check for regulated activity. **You must** declare any **unfiltered** convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences.

Please accept my thanks in advance for your application. I hope that, in the interests of economy, you will understand if I do not acknowledge receipt. If you have received no further correspondence by **22 April 2018** then regrettably, you will not have been successful on this occasion.

Unfortunately due to the potential volume of applications received, we do not offer feedback to unsuccessful candidates at this stage. However feedback may be provided to shortlisted candidates on request.

Once the application form has been completed please return by post or by email to: [admin@chethams.org.uk](mailto:admin@chethams.org.uk)

I look forward to receiving your application.

Sue McLoughlin,  
Heritage Manager