

RECRUITMENT APPLICATION GUIDELINES

Please follow the steps below when applying for the role of School Business Manager at Whickham School.

STEP 1

Go to www.whickhamschool.org/recruitment and download all documents to your PC.

All documents are either Microsoft Word Documents (.doc) or PDF files (.pdf) and require compatible software to open. *If you require the documents in a different format please email recruitment@whickhamschool.org.*

STEP 2

Complete 'Letter of Application' using the template downloaded and save to your PC.

STEP 3

Complete the 'Application Form' and save to your PC. Please do not edit the template.

STEP 4

Email the completed 'Letter of Application' & 'Application Form' to - recruitment@whickhamschool.org

***YOU WILL RECEIVE A CONFIRMATION EMAIL UPON RECEIPT OF YOUR APPLICATION**

****If you have any technical difficulties or problems downloading/emailing the application forms, please email - mosborne@whickhamschool.org**