

Saffron Valley Collegiate

Croydon's Secondary Pupil Referral Unit

Dear Applicant

Re: Your application for the post of: HR Officer

Thank you for expressing an interest in working with Saffron Valley Collegiate, which consists of: KS3, SVC East, KS4 South and KS4 North.

Please note that, as part of the Collegiate's commitment to safeguarding children and young people, references will be sought for all shortlisted candidates prior to interview unless you have indicated otherwise on the application form.

Please ensure that you include a personal statement with your application form. It is vital that you write it with specific reference to every individual point on the person specification for the post. It will aid the shortlisting process if you address them one by one, in the order that they appear in the person specification (final page of the job profile).

Applications will be signed by shortlisted candidates at interview.

Yours faithfully

Gill LaRocque
Headteacher
Saffron Valley Collegiate

Saffron Valley Collegiate includes:

KS3
45 Coombe Road
Croydon
CR0 1BQ
020 8680 0949



SVC East
John Ruskin College Site
Selsdon Park Road
Croydon CR2 8JJ
020 3252 2020



KS4 North
17 Sylvan Road
London
SE19 2RU
020 8771 5603

**Be Ready
Be Respectful
Be Safe**

KS4 South
279 High Street
Croydon
CR0 1QH
020 8604 1414

SUPPORTED BY
MAYOR OF LONDON

