



**Mount Grace School**  
Committed to Excellence

Dear applicant,

Thank you for your interest in our vacancy advertised.

To apply, please complete the online application form as soon as possible. Should you be invited to interview, we will contact you shortly thereafter.

If you wish to visit the school prior to application, please contact us on [hr@mountgrace.herts.sch.uk](mailto:hr@mountgrace.herts.sch.uk) or 01707 655512.

We are committed to the safeguarding and promotion of children's welfare. Accordingly, we will obtain references in advance on any candidate short listed for interview. Please note, all job offers are subject to receipt of a satisfactory enhanced DBS clearance.

If you do not hear anything further from us, then unfortunately you have been unsuccessful on this occasion. In order to reduce our administration and postage costs we do not contact unsuccessful applicants, however, once the appointment process has been completed, we are more than happy to provide feedback, if required.

We look forward to receiving your application.

Yours sincerely

Human Resources  
[hr@mountgrace.herts.sch.uk](mailto:hr@mountgrace.herts.sch.uk)