Dear Applicant

**Re: Recruitment – Administrator SAIL**

Thank you for your interest in this position.

Please see attached application pack which has the following:

1.         Job description and person specification

2.         Application form and monitoring form

3. Guidance notes

4. Equality statement

The closing date for receipt of applications is –17th February 2025 @ 9am, interviews to be held on 4th March 2025

Please email completed applications to gcab\_recruitment@greenwichcab.org.uk

Successful candidates only will be notified of their interview time and date. **Please note that we do not provide feedback to candidates who are not selected for interview.**

Yours sincerely

*E.Knight*

Emma Knight

Chief Executive