

August 2008

Thank you for your interest in the post of **part-time Receptionist/Admissions Office Assistant** for the Edward James Foundation. I have pleasure in enclosing the following :

- Job description
- Person specification
- Outline terms and conditions of employment

Please submit a detailed CV including details of two referees to :

Jane Barker
West Dean College
West Dean
CHICHESTER
West Sussex PO18 0QZ
Tel : 01243 818256

The closing date for applications is Wednesday 10 September 2008.

We look forward to receiving your application. If you have any queries regarding the information you have been sent please do not hesitate to contact me on the above number.

Jane Barker
Head of HR & Customer Care