



Policy and Membership Services Officer Post – How to Apply

Application is by Curriculum Vitae and a covering letter. In the covering letter, you should give **tangible examples** that demonstrate how you meet the knowledge and experience, skills and personal qualities set out in the Person Specification.

Candidates invited to interview will be asked to disclose any criminal records.

We are unable to accept applications from recruitment agencies.

All applications must be emailed to Karen Rippon, Executive Officer – krippon@nassschools.org.uk before the closing date of **5 p.m. on 16th September 2020**. We shall be unable to consider late applications so please ensure your application reaches us by then.

Unfortunately, we are unable to provide feedback to unsuccessful candidates. If you have not heard back from us within 2 weeks of the closing date, your application has been unsuccessful on this occasion.

Further information about NASS

You can find out more about NASS and its activities by visiting our website: www.nassschools.org.uk

You can also follow us on Twitter: @NASSCHOOLS

Claire Dorer, NASS's Chief Executive, is willing to have an informal discussion with prospective candidates. If you would like to take up this opportunity, please email Claire at cdorer@nassschools.org.uk to arrange a mutually convenient time.

Appointment Process

August – advert goes live

16th September – Applications close

25th September – Candidates invited to interviews informed

5th October - Interviews to be held in Solihull, West Midlands. Process will comprise interview, presentation and brief task