

March 2019

Dear Applicant

Thank you for your interest in the role of **Maintenance Administrator (Maternity Cover)** at Teachers' Housing Association (THA). When applying you should refer to the Job Description, Person Specification and Provisional Terms. To apply, please submit:

- A current CV showing your full career history. (No longer than 2 pages)
- A covering letter outlining your interest and why you believe you are a strong candidate for this role. Please ensure that your CV and covering letter demonstrate you have the requisite experience, skills and personal qualities set out in the Person Specification. (No longer than 2 pages)

Please return your application by email to [enquiries@teachershousing.org.uk](mailto:enquiries@teachershousing.org.uk) or by post to Teachers' Housing Association, Rugby Chambers, 2 Rugby Street, London WC1N 3QU. Applications must be received by **Friday 22 March 2019**, and will only be considered if both documents are submitted.

First interviews are scheduled for Tuesday 2 April 2019, with a potential second interview on Friday 5 April 2019. Please indicate in your covering letter if you cannot attend on either date.

Please contact me if you wish to have an informal discussion about the role and organisation, or if you have any other questions to help you decide whether to apply. You can contact me on 020 7440 9440.

Yours faithfully



**Verena Brennan**  
**Maintenance Director**