St. Lawrence College
The British School in Greece

Introduction to Potential Applicant Pack

School Counsellor at St. Lawrence College

To start full-time employment from 31st August 2020

Thank you for showing interest in the position of School Counsellor for which we are currently recruiting.

This pack contains
1. This information sheet
2. A job description
3. A person specification
4. The St. Lawrence College Safeguarding and Child Protection Policy
5. The St. Lawrence College Data Privacy Policy
6. A writeable, electronic application form for the position, should you wish to formally apply for the position of School Counsellor

Important notes:
1. Application forms should be completed in English, and when completed, should be submitted electronically, as email attachments. Inclusion of a CV and covering letter will further enhance your application. Completed application forms should be emailed to the Headmaster of St. Lawrence College, Mr Phil Holden, at careers@slc.gr to arrive **no later than 09.00am (Athens time) on Monday 9th March 2020. Note – only applicants that complete the application form will be considered to have applied for this position.**

2. It is anticipated that those applicants selected for interview will be interviewed during the week of Monday 16th March 2020.

3. Interviews will be conducted face-to-face at St. Lawrence College wherever possible. If the interviewee is not in Athens, Skype may be used.

4. References will never be pursued before an interview, but it is expected that should the school want to they will act towards collecting references on applicants immediately following an interview.

5. **Salary:** The gross monthly salary, which will be discussed at interview, recognises the importance of this new role in our school and is competitive in the context of education in Greece. Salaries are subject to the usual stoppages of the Greek state. The rates at which stoppages are charged are not set by the school and may change.