



Clare Cahillane <clare.cahillane@johnlewis.co.uk>

## Vacancy approvals 16/7

1 message

**Annie Macdonald** <annie.macdonald@johnlewis.co.uk>

16 July 2025 at 14:12

To: Nicola Kirby <nicola.kirby@johnlewis.co.uk>, Lucy Hannam <lucy.hannam@johnlewis.co.uk>, Emmy Waghorn <emmy.waghorn@johnlewis.co.uk>, Ellie Fennell <ellie.fennell@johnlewis.co.uk>, Leanne Crutchfield <leanne.crutchfield@johnlewis.co.uk>, Clare Cahillane <clare.cahillane@johnlewis.co.uk>, Robin Howard <robin.howard@johnlewis.co.uk>, Nicki Musgrove Goodman <nicki.musgrove.goodman@johnlewis.co.uk>

Hi Kerry and all,

Please find below a list of vacancies approved for recruitment.

### Hiring managers:

Next steps for a permanent vacancy or a FTC/secondment for 6 months or over:

1. [Create a Job Requisition](#) in Workday for an advertised position
2. Download this approval email and attach to the Job Requisition.

Next steps for a secondment for 5 months or less:

- Follow the steps on the [short-term process](#)

Please be patient, Kerry's team will be in touch in the next week or so.

Commercial BM Notes	Commercial BM use only ONLY APPROVED ONCE OFFICIAL EMAIL SENT	Date filled in	CONFIRM YOU HAVE FLAGGED TO YOUR TAP REP	Directorate	Job Role	Role - PLEASE INCLUDE THE BUYING OFFICE/CATEGORY or other identifying detail	Hiring Manager	Level	Type
Approved 26/6	Approved	17/06/2025	Yes	Sourcing	Central	Fashion Sourcing Manager	Nicola Kirby	6	Permanent
Approved 15/7	Approved	07/07/2025	Yes	Technology	Junior Merch	Junior Merchandiser - Small Electricals	Lucy Hannam	8	Permanent
Approved 15/7	Approved	07/07/2025	Yes	Technology	MA	Merchandising assistant - Small Electricals	Lucy Hannam	9	Permanent
Approved 15/7	Approved	27/06/2025	Yes	Home	MA	Merchandising Assistant - Cookshop	Emmy Waghorn	9	Permanent
Approved 15/7	Approved	11/07/2025	Yes	Technology	BA	Buying Assistant - Computing	Ellie Fennell	9	Secondment
Approved 15/7	Approved	15/7/2025		Brand and Store Experience		Space Planner	Leanne Crutchfield	7	Permanent
Approved 15/7	Approved	15/07/2025	Yes	Technology	Merch	Apple	Clare Cahillane	6	Permanent
Approved 15/7	Approved	15/07/2025	Yes	Brand and Store Experience	Design	Concept Designer	Robin Howard	6	Temporary/ Fixed Term Contract
Approved 15/7	Approved	15/07/2025	Yes	Home	BA	Buying Assistant - Gifts and baby	Nicki Musgrove-Goodm	9	Permanent

Many thanks,

A

**Annie Macdonald**

Partner & Business Manager to Vikki Kavanagh, Chief Commercial Officer John Lewis

John Lewis Partnership

annie.macdonald@johnlewis.co.uk

07753310313

johnlewispartnership.co.uk

