

Corbridge Church of England First School

St Helen's Lane, Corbridge, Northumberland NE45 5JQ

Telephone: 01434 632534 **Fax:** 01434 634568

Email: admin@corbridgefirst.northumberland.sch.uk

Head Teacher: Miss Jennifer Ainsley

Chair of Governors: Mr David Watson



March 2017

Dear Applicant

Midday Supervisory Assistant - 6 hours per week, term time only

Band 1 – Point Range: 5-9 - Salary: £2,037-£2,086

Thank you for your interest in the above post currently available at Corbridge Church of England Aided First School.

We are looking for a person with excellent interpersonal skills who can communicate positively with children and respond to the needs of each individual child to develop their personal, social and emotional skills. The role will include supporting children in the dining hall as well as supervision and leading games in the playground and dealing with accidents and incidents. It is a rewarding role and you will be part of a strong and friendly team.

Hours of work are 1 hour 12 minutes per day (12 noon to 1.12pm) which totals 6 hours per week.

The school is committed to the safeguarding and welfare of all pupils and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced DBS Disclosure check along with relevant employment checks.

Successful applicants will receive the Northumberland Living Wage Supplement in addition to their basic salary.

If you wish to apply for this post, you should return the following two documents –

1. Application Form

2. Criminal Records Declaration Form - This form explains that a satisfactory Enhanced Certificate of Disclosure of Criminal Convictions is an essential requirement for this post. You must complete either Box A or Box B. If you need to complete Box B you must disclose all unspent convictions, cautions, reprimands and warnings. Please note that any convictions, cautions, reprimands or and warnings in relation to sexual offending, violent offending and/or safeguarding cannot be considered to be “spent” and therefore should be disclosed.

It is important that the school has information about whether or not you have any convictions so that this can be discussed with you at interview. Failure to return the Criminal Records Declaration Form before interview (and, in the case of the successful candidate, failure to subsequently obtain a satisfactory Enhanced Certificate of Disclosure from the Disclosure and Barring Service) will unfortunately disqualify you from further consideration for this post.

Please note that disclosing criminal convictions will not necessarily prevent you being appointed. This information will be considered in light of its relevance to the post, as set out in the Criminal Records Code of Practice for Staff and Volunteers.

All applicants are required to complete Box C. This information is necessary to facilitate the appointment process if you are successful in your application for this post.

Your completed application form and Criminal Records Declaration Form should be returned to the school address for the attention of the Headteacher, (marked confidential) or emailed to admin@corbridgefirst.northumberland.sch.uk by **10am on Friday 24 March**.

Thank you for your interest in this post. We look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J. Ainsley'.

Jennifer Ainsley
Head Teacher