

Head Teacher: Mrs M Anderson OBE
Tel: 01434 602808
Email: admin@sele.northumberland.sch.uk
Website: www.selefirst.org

May 2017

Dear Candidate

Thank you for your interest in the Before and After School Play Leader post being advertised at SELEfirst. The successful candidate will take up post from September 2017. This is a permanent post.

The successful candidate will work 22 hours per week; term time only. The working hours will be 7.45 – 9.00am and 2.45 – 5.30pm (this may be extended in due course to 6.00pm), Monday to Friday and will manage the day-to-day running of our new school club, including the management of two Play Workers. They will plan, prepare and provide care and play opportunities appropriate to the needs, interests and developmental stage of each individual child. They therefore should have a working knowledge of the Early Years Framework.

The post will involve working with individuals and groups. This will be subject to supporting references and safeguarding checks including an enhanced criminal records check.

All staff benefit from a full and detailed programme of training. Continuing personal and professional development is high on our agenda. Parents, staff and governors work together in the spirit of partnership to benefit and support all our children. We strive to provide high quality provision. Our school is a National Support School and a National Teaching School.

If you wish to apply for this post please complete an application form; leave the personal statement section of the form blank and submit a separate covering letter stating areas of interest and expertise, and addressing the relevant points in the person specification. Your name should be written on the bottom of each separate sheet included. CVs are not acceptable, as all the statutory information must go on the application form.

Please note: Candidates should read the attached person specification and job description very carefully. Shortlisting is based on relevant points in the job description and criteria set out in the person specification.

SELEfirst takes the Safeguarding of children seriously. If you are successful at interview, you will be required to obtain an 'Enhanced Disclosure' from the Disclosure Barring Service before we can proceed with the appointment. This is achieved by meeting with the Head Teacher at a pre-arranged time and filling in a disclosure form. The purpose of the meeting is also to discuss any convictions, spent or otherwise, that may come up. Forms are then forwarded to the DBS. Any information received will be dealt with in the strictest confidence and any assessment made will be on an individual basis. In addition thorough identity checks will be carried out including checks of all qualifications declared. **The closing date for applications is 12.00pm on Monday 5 June 2017.** Applications should be addressed and returned to:

Brooke Phillips
Deputy Head Teacher
Sele First School
Hexham, Northumberland
NE46 3QZ

I look forward to hearing from you.



Yours sincerely

Brooke Phillips
Deputy Head Teacher
Encs