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| str-mono | | St Robert’s RC First School  Oldgate, Morpeth  Northumberland NE61 1QF | Telephone: 01670 512031 Fax: 01670 517242  E-mail: [admin@st-roberts.northumberland.sch.uk](mailto:admin@st-roberts.northumberland.sch.uk)  Head Teacher: Mr D Sutcliffe |
|  |  |  |  |

19th March 2018

Dear Applicant,

**Reception Teacher/EYFS leader Vacancy**

Please find attached the application pack you requested for the class teacher position at

St Robert’s First School and Nursery.

The pack contains:

1. CES teacher application form

2. Application form notes to applicants

3. Class teacher advert

4. Job description

5. Person specification

6. LA Criminal records declaration form

7. LA Childcare Disqualification form

8. CES Recruitment monitoring

The school has been recently judged as ‘Good’ by OFSTED and the diocese.

We encourage you to come and visit our school to meet the staff and children. Please see the advert for further information.

The post commences on 1st September 2018.

If you wish to apply, you should return the following documents:

**CES Application Form**

**Criminal records declaration form**

**Childcare Disqualification form**

**CES Recruitment monitoring**

The Criminal records declaration form explains that a satisfactory Enhanced Certificate of Disclosure of Criminal Convictions is an essential requirement for this post. You must disclose all previous convictions or cautions; none of these may be considered ‘spent’.

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 ‘Code of Practice on the Disclosure of Criminal Convictions in Schools’.

Please complete all parts of the documents as fully as possible. These should be returned to Mr David Sutcliffe, Head Teacher, St Robert’s First School, Oldgate, Morpeth, Northumberland NE61 1QF by noon on the closing date of **25th April 2018**.

Applications can be sent by email to **admin@st-roberts.northumberland.sch.uk** or delivered to our school office.

**Shortlisting and Interviews**

Shortlisting will take place on the 27th April 2018. If you are selected for interview, references will be requested. Please ensure you advise your referees.

I look forward to finding out more about you and learning what you could bring to our fantastic school.

Yours faithfully,

D Sutcliffe

Mr D Sutcliffe

Headteacher