

Moorside Community Primary School
Beaconsfield Street
Newcastle upon Tyne
NE4 5AW
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Head Teacher: L Hall
Email: linda.hall@moorside.newcastle.sch.uk

September 2018

Dear Applicant

Application pack for a Special Education Needs Support Assistant – Level 3 (Fixed Term) at Moorside Community Primary School

Thank you for your interest in the above vacancy.

Please find enclosed:

- the job description
- the person specification
- an application form
- a safe recruitment form

May I take this opportunity to remind you that you need to complete all parts of the application form and return it along with, the safe recruitment form and the disqualification by association form. A Disclosure & Barring Service certificate is an essential requirement for this post. Failure to return the Safe Recruitment Form (or in the case of the successful candidate, failure to subsequently apply for a DBS) will unfortunately disqualify you from further consideration for this post.

Please note that disclosing criminal convictions will not necessarily disqualify you from appointment; this information will be considered in light of its relevance to the post, in line with the Authority's 'Code of Practice on the Disclosure of Criminal Convictions in Schools'.

Please return completed Application Form together with the Safe Recruitment Form to Moorside Community Primary School by **Thursday 27th September at 10am. Interviews will take place on Tuesday 11th October 2018.**

Yours faithfully

L Hall

L Hall
Head Teacher
Moorside Community Primary School