Growth Through Understanding

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Head Teacher: Diane Scott

September 2018

Dear Applicant

Application pack for post of Lunchtime Supervisory Assistant at Thomas Bewick School.

Thank you for your interest in the above post.

You should find enclosed:

- An application form.
- The job description.
- The safe recruitment form

The closing date is noon on Thursday 27th September 2018, completed forms should be returned to Jennifer McCreery at Thomas Bewick School. Emailed applications will not be considered.

May I take this opportunity to remind you that you need to complete all parts of the application form and safe recruitment form as fully as possible. Whilst the cover of the application form does explain that you may submit a CV, it is the school's view that completing the application form provides the simplest and clearest method of providing all the information that we require in order to consider your application. We would therefore strongly encourage you to only complete the application form and to do so as fully as possible.

The safe recruitment form explains that a satisfactory Enhanced Certificate of Disclosure of Criminal Convictions is an essential requirement for this post. Please complete this and return it to me along with your application. You must disclose all previous convictions, cautions or bindover; none of these may be considered "spent". Failure to return the safe recruitment form (or in the case of the successful candidate, failure to subsequently apply for a 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 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'.

Yours faithfully,

D. Scott

Diane Scott
Head Teacher

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