



'It's awesome at Ayresome'

Headteacher: Ms Lisa F Biggin MA

Deputy Headteacher: Mrs Amy Goring

Ayresome Community Primary School
Worcester Street
Middlesbrough
TS1 4NT
Tel: 01642 244961

School Business Manager: Mrs Jan Holder CSBM

Email: office@ayresome.net Website: www.ayresomeprimary.co.uk ACE email: ACE@ayresome.net

September 2018

Dear Candidate,

Thank you for expressing an interest in our support staff vacancy. The post is to start as soon as possible. I hope that you will take the time to complete the application form and view our website www.ayresomeprimary.co.uk which gives you a flavour of Ayresome Primary School.

Ayresome is a large three form entry school is a culturally diverse and harmonious setting. It is an enjoyable place to work with many opportunities for continual professional development and leadership.

Ayresome Primary School is committed to the Safeguarding and Welfare of pupils' and applicants if successful will be subjected to a full, enhanced Criminal Records Bureau (CRB) check. Please note, that previous checks do not count as DBS completed, as each new post must be checked on its own merit.

Confirmation of appointment will be subject to a satisfactory probationary period of six months from the date of employment. All references will be taken up prior to interview. Please deter from offering friends and relatives as referees as there is no way of verifying the accuracy of statements. Part of the selection process will be to verify your suitability to work with children.

Previous employers will be contacted. Your most recent Headteacher must be listed and named as a referee. The procedures for collecting references is as follows:

1. The current employer will be asked about disciplinary offences relating to children including any in which the penalty is 'time expired'.
2. Whether the applicant has been subject to any child protection concerns.
3. The outcome of any enquiry or disciplinary procedure.

If you would like to visit the school please do not hesitate to contact me, Ms Lisa F Biggin, Headteacher and I will be only too pleased to show you around.

I attach a job description, person specification and application form which must be completed in full accounting for any gaps in employment. *Please do not include CV's, however supporting statements are welcome.*

If you have any questions relating to the application form, please contact Miss Karen Waterhouse, Headteacher's PA at the school on 01648 244961 Option 3.

Thank you once again for expressing an interest,

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Lisa F. Biggin', with a stylized flourish at the end.

Ms Lisa F. Biggin
Headteacher.