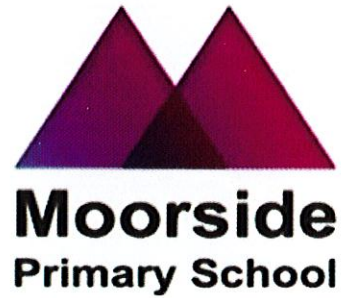


Moorside Primary School
Beaconsfield Street
Newcastle upon Tyne
NE4 5AW

Telephone: [0191 272 0239](tel:01912720239)
Email: admin@moorside.newcastle.sch.uk
Website: www.moorside.newcastle.sch.uk

Head Teacher: L Hall
Email: linda.hall@moorside.newcastle.sch.uk



November 2019

Dear Applicant,

Application pack for the post of Support Assistant – Higher Level at Moorside Primary School

On behalf of the Governing Body, I would like to thank you for your interest in considering applying for the post of Support Assistant – Higher Level (HLTA) at Moorside Primary School. We are located in the West End of Newcastle and we joined the West Schools' Trust (WEST) in November 2018. Our Trust is a charitable company, consisting of eight primary schools who work together to improve the outcomes of all our pupils.

We work in an area of high mobility, with diverse communities and cultures. We are looking for staff that can add enthusiasm, experience and quality support to our current team. We welcome all applications and are committed to equal opportunities.

Please find enclosed:

- the job advert
- the job description
- the person specification
- an application form

May I take this opportunity to remind you that you need to complete all parts of the application form. If successful you will be required to complete a safe recruitment form and the childcare disqualification form. In addition a Disclosure & Barring Service certificate is an essential requirement for this post. Failure to complete any of these requirements will 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'.

All the information must be returned to Moorside Primary School at the address above.

The closing date for all completed applications is Wednesday 4th December 2019 at 10 am.

Shortlisting will take place on or before the Friday 6th December 2019 followed by interviews during week commencing 9th December 2019.

If you would like to visit the school prior to your application, please contact the school office on 0191 272 0239.

Yours sincerely,



**P Piddington
Chair of Governors
Moorside Primary School**