

Moorside Primary School  
Beaconsfield Street  
Newcastle upon Tyne  
NE4 5AW

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

Head Teacher: L Hall  
Email: [linda.hall@moorside.newcastle.sch.uk](mailto:linda.hall@moorside.newcastle.sch.uk)



October 2021,

Dear Applicant,

**Application pack for the post of Support Assistant Special Needs Level 3 at Moorside Primary School (Fixed term)**

On behalf of the Governing Body, I would like to thank you for your interest in considering applying for the post of Support Assistant (Special Needs) Level 3 at Moorside Primary School. We hope that the information provided in the Candidates Pack will help you to decide whether you feel that Moorside Primary could be the right school for you. You can find out a lot more about us on our website at [www.moorside.newcastle.sch.uk](http://www.moorside.newcastle.sch.uk) and if you unfamiliar with Newcastle and its surrounding areas there's plenty of information on the Newcastle City website at [www.newcastle.gov.uk](http://www.newcastle.gov.uk) and on the websites of neighbouring local authorities.

Visits to school can be arranged but please be aware that these need to be organised in line with the school's risk assessment. Alternatively, telephone appointments can be arranged which would give you an opportunity to resolve any queries you might have. If you wish to pursue any of these options, please email [carmen.chapman@moorside.newcastle.sch.uk](mailto:carmen.chapman@moorside.newcastle.sch.uk).

If you decide to proceed, you must complete all of the documentation requested and ensure that it is submitted by the due date and the appropriate time. Shortlisted candidates will be invited to the next stage of the selection process. Candidates will receive advance information concerning the format of the stages. References will be taken at the shortlisting stage.

All offers of employment are made subject to satisfactory references and safer recruitment form together with DBS clearance. The successful candidate will be subject to an enhanced DBS clearance procedure. Please note that 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". The successful candidate must be able to demonstrate their right to work in the UK.

We hope that the information is helpful and we look forward to receiving your application, should you decide to proceed. Please return the completed Application Form to Moorside Primary School together with and any other requested documentation to the address shown above by **Thursday 4<sup>th</sup> November 2021 at 10 am**. Please mark it for the attention of Carmen Chapman marked "Private and Confidential"

If you prefer you may send your application through via email to [carmen.chapman@moorside.newcastle.sch.uk](mailto:carmen.chapman@moorside.newcastle.sch.uk).

Shortlisting will take place during week commencing 8<sup>th</sup> November 2021 followed by interviews (if possible) during week commencing 15<sup>th</sup> November 2021.

Yours sincerely



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