

NEWBURN MANOR PRIMARY SCHOOL

Dear applicant,

Application pack for post of Lunchtime Supervisory Assistant Level 1

Thank you for your interest in the above post. You should find enclosed:

- job advert.
- application form.
- job description.
- person specification.
- safe recruitment form

Newburn Manor Primary School is a good school where pupils are safe in school, achieve well and teachers have high expectations where lessons are fun, exciting and enthuse pupils.

The successful candidate will work as a member of our midday team. This post is for 6.25 hours per week, term time only. We would like this position to commence as soon as possible.

If you wish to apply for the post, you should return the following two documents:

- **Application Form**
- **Safe Recruitment Form**

The safe recruitment form explains that a satisfactory Enhanced Disclosure and Barring Service (DBS) check is an essential requirement for this post. You must disclose all previous convictions, cautions or bindovers; none of these may be considered "spent".

It is important that the school has information about whether or not you have any convictions so that this can be discussed with you at interview. Failure to return the safe recruitment form before interview (and, in the case of the successful candidate, failure to subsequently obtain a satisfactory DBS check will unfortunately disqualify you from further consideration for this post.

Please note that disclosing criminal convictions will not necessarily prevent you being appointed. This information will be considered in light of its relevance to the post, as set out in the 'Code of Practice on the Disclosure of Criminal Convictions in Schools'.

Please complete all parts of the application form and safe recruitment form as fully as possible and return to me via post or in person.

I look forward to receiving your application.

Yours faithfully

Stuart Pickup

Mr S. Pickup
Head Teacher