Moorside Primary School
Beaconsfield Street
Newcastle upon Tyne
NE4 5AW

Telephone: 0191 272 0239
Email: admin@moorside.newcastle.sch.uk
Website: www.moorside.newcastle.sch.uk

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

Moorside
Primary School

16th November 2026

Dear Candidate,

Support Assistant Level Three post at Moorside Primary School
(Fixed term to begin with)

Thank you for expressing an interest in our school. We hope the information provided in this Candidates' Pack will help you decide whether Moorside Primary is the right school for you.

You can find out more about us on our website at www.moorside.newcastle.sch.uk. If you are unfamiliar with Newcastle and its surrounding areas, there is plenty of information on the Newcastle City website at www.newcastle.gov.uk.

A visit to the school can be arranged, or alternatively, telephone appointments can be made to allow you to resolve any queries you might have. If you want to pursue either of these options, please contact the Head Teacher:
Mrs L. Hall, by email: linda.hall@moorside.newcastle.sch.uk or by telephone (0191 272 0239).

If you decide to proceed, you must complete all of the documentation requested and ensure it is submitted by 10 am on Friday, 4th December 2026. Shortlisted candidates will be invited to the next stage of the selection process and will receive advance information concerning the format of the stages of the selection process. References will be taken up at the shortlisting stage, and interviews will take place the week beginning Monday, 7th December 2026.

All employment offers are subject to satisfactory references and a safer recruitment form, with DBS clearance and confirmation of eligibility to work in the UK.

The successful candidate will be subject to an enhanced DBS clearance procedure. 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".

We hope you will find the enclosed information helpful, and we look forward to receiving your application if you decide to proceed.

Yours sincerely,

Pauline Piddington
(Chair of Governors)