

Headteacher - Angela Thomas

Castle Primary School
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Dear Applicant

POST: Cover Supervisor

Thank you for your interest in the above post. Please find enclosed the following papers:

Application Form
Job Description and Person Specification
Role Profile

Applicants should be aware of the following:

Safeguarding – Safer Recruitment

Castle Primary School is committed to safeguarding children and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.

Equal Opportunities - Statement of Intent

The Governing Body of the school is committed to equality of opportunity for all, both in the appointment, development, training and promotion of staff, and in all dealings with pupils and parents of the school. This policy focuses specifically on the employment of staff in the school. The Governing Body and managers of the school will operate at all times within the requirements of anti-discrimination legislation and will promote positive equality of opportunity in its staffing decisions. All decisions, including advertising of vacancies, short-listing, selection, induction, appraisal, training, development, promotion and pay will be based on an objective and fair assessment of need. The only personal characteristics which will be taken into account will be those which are necessary for the requirements and proper performance of the work involved. There will be no generalised concepts or assumptions about the characteristics of groups. No job application or employee will receive less favourable treatment on the grounds of gender, race, age, ethnic or national origin, marital status, domestic circumstances, age, sexuality, disability, political or trade union activity of religious beliefs.

Vacancy Details

- There is one post to be filled.
- The post is a permanent position.
- The post will be subject to the HCC Statement of Particulars and Conditions of Employment.

- The role is part time for 32.5 hours per week. 08:30 – 15:30 Mon-Fri
- This role is Grade D, role profile 2008.
- The appointment of the successful applicant will be subject to satisfactory completion of all relevant pre-employment checks.
- Short-listed applicants will be advised by email or personal communication of the date, time and format of the interview.

The post is subject to the following employment checks being satisfactorily completed:

- **Fully** completed and signed application form
- Identity checks including address and date of birth
- Right to work in the UK
- Children's Barred List
- Enhanced DBS check
- Overseas police checks
- Referrals database
- Full employment history including explanation of any gaps
- Proof of academic and professional qualifications
- Teachers Regulation Agency checks
- Health declaration
- Professional and character references
- Driving license (if applicable to role)
- Rehabilitation of Offenders Act declaration
- Online searches

Please note that, as stated above, the post is subject to a clear DBS check and a confidential medical questionnaire. In the event of your being selected for interview, the necessary forms will be forwarded to you for completion.

If you have any queries, please do not hesitate to contact the school. If you would like to have a look around the school, please phone the school office to make the necessary arrangements.

I look forward to receiving your application.

Yours sincerely,

Mrs Angela Thomas
Headteacher