

Seghill First School

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Northumberland, NE23 7SB
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Headteacher: Miss T Chappell



21 June 2021

Dear Candidate

Thank you for your interest in the **Nursery class teacher** post presently being advertised at our school. We are looking for a hardworking, enthusiastic and highly motivated teacher to join our Early Years team from September 2021. The post is a 0.64FTE position fixed from 01 September 2021 to 31 July 2022 to cover the maternity leave of the current Nursery class teacher.

The working pattern is Monday to Friday mornings only. The working pattern is not flexible as our Nursery class operates on a morning only basis.

Short listing will take place as soon as possible after the closing date. Candidates who are short listed for interview will be contacted by telephone. Due to the uncertainty caused by the current Covid pandemic, the organisation of the selection process, such as teaching, meeting the children, interviews etc, will be shared with the shortlisted candidates during this phone call.

You can find out more about the school by visiting www.seghill.northumberland.sch.uk

Visits to the school are strongly encouraged and welcomed. Please contact Mrs Elliott, the Office Manager, who will arrange a visit to the school for you.

You must read the Job Description and Person Specification carefully. If you wish to apply for the post, you should return three documents:

- **Application form**

Please complete all parts of the **job application form** as fully as possible. Please give further details to support your application in section 4 of the application form on pages 4 and 5. This must be no more than the two sides provided on the application form in font size 12. Your supporting statement must be unique to our school. Shortlisting is based on relevant points in the job description and criteria set out in the person specification. It is essential to read both before writing your letter. Please do not include a CV or a covering letter, as these will be disregarded.

- **Criminal Records Declaration Form**

We take the issue of safeguarding children very seriously. The **Criminal Records Declaration Form** explains that a satisfactory Enhanced Certificate of Disclosure of Criminal Convictions is an essential requirement for this post. If you are successful at interview, you will be required to obtain an 'Enhanced Disclosure' from the Disclosure and Barring Service before we can proceed with the appointment.

- **Childcare Disqualification Form**

Schools and Early Years settings which provide care for pupils under the age of 8, are required to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009 as explained on the **Childcare Disqualification Form**.

Reference requests will require referees to comment on your suitability to work with young people. Any information received will be dealt with in the strictest confidence and any assessment made will be on an individual basis.

The **job application form**, including **details to support your application** as explained overleaf, the **Criminal Records Declaration Form** and the **Childcare Disqualification Form** should be returned to Mrs Elliott, Office Manager, at the school office or at admin@seghill.northumberland.sch.uk by **noon on Friday 02 July 2022**.

I look forward to receiving your application.

Yours faithfully
Tracey Chappell
Headteacher