

September 2017

Dear Candidate

Re – Vacancy – Cover Supervisor

Thank you for applying for the above post at Mayfield School.

We are looking to appoint a suitable person who may be looking to forward their career into teaching. The successful applicant will be paid as an Instructor on the unqualified teaching scale, and as such the teaching application form is more appropriate for this role.

Mayfield is a forward-looking, dynamic school which has undergone an expansion programme with exciting new facilities, which opened during the last academic year. Mayfield is totally committed to achieving outstanding progress and attainment for all our students. Support staff at Mayfield play an integral part in the school, and you would be joining us a very exciting time with further new building projects taking place.

You should complete the Teaching Application Form, and return it to the school by Sunday 17 September 2017 – 12.00 (noon), by sending it as an attachment to an email to Tina Vorley, Head of HR & Student Services - vorleyt@mayfieldschool.net

Please ensure that you fully complete the application form, and include the full name, address, postcode and email address of 2 referees. One referee should be from your current employer, or if you are not presently working your last employer. Where possible the second referee should be a professional reference.

References are taken up prior to candidate short-listing, as interviews cannot take place until we have 2 references in place. It is advisable to advise your referees that you have used them for this job application.

Should you have any questions or queries on the post, please speak to Tina Vorley, in the first instance; this can be done via an email to the address above or by phone on her direct line 020 8215 7760.

Please note that the school is closed for the summer break at present and re-opens Monday 4 September, and as such if you wish to contact Tina, please do so by email until the school re-opens.

Yours faithfully



A Humanities and Arts Specialist School

Andy Rehling
Headteacher