# Blessed George Napier Catholic School and Sixth Form

**A Youth Sport Trust Lead School for Inclusion**

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*www.bgn.oxon.sch.uk*


Compassion
Respect
Truth
Service
Forgiveness

Dear Applicant

Application for Augmentative and Alternative Communication Co-ordinator at Blessed George Napier Catholic School

Thank you for your interest in this post. Please find enclosed / attached an Application Pack, which includes a Job Description and Person Specification for the post and some further information about the school which you may find helpful.

Please complete and return the **Mandatory CES Application Form(s)** included in the pack along with a covering letter / supporting statement to Mr F Long, c/o E Campbell, H.R. Officer by **Wednesday 24th April 2019.** If you would like to submit your completed application electronically or have any further queries, please call the number above or email: hr@bgn.oxon.sch.uk.

Applications will be:

- Screened
- Shortlisted in accordance with selection criteria and safer recruitment process
- Successful candidates invited to attend interview will be given further information confirming the process, interview panel and any documents they have to bring.

We would recommend that you visit our school website: www.bgn.oxon.sch.uk before you apply, where there is further information on safeguarding, in particular our Safeguarding and Safer Recruitment Policies, Whistleblowing Policy, Code of Conduct and Behaviour Guidelines for Staff and Volunteers. You will also be able to reference the DFE Guidance for educational establishments and their employees 'Keeping Children Safe in Education' [KCSIE].

It is customary for us to seek references for School Posts prior to interview [once short-listing has taken place]. The provisional date for interviews is **Wednesday 1st May 2019.**

Thank you for your interest in Blessed George Napier School and I look forward to hearing from you.

Yours sincerely

*Elizabeth Campbell*

Mrs Elizabeth Campbell
**H.R. Officer**

BGN SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF ALL STUDENTS, AND TO UPHOLDING FUNDAMENTAL BRITISH VALUES.
WE EXPECT ALL OUR EMPLOYEES TO SHARE THIS COMMITMENT.
THIS POST WILL REQUIRE AN ENHANCED DBS CHECK.