Application Information

**SWAVESEY PRIMARY SCHOOL**

Thank you for requesting an application pack for the post of Midday Supervisor. General information about the school and application process is included in this document and in the pack you should also find the following documents:

* Job Advertisement
* Job Description
* Person Specification
* Application Form
* Our Safer Recruitment Policy
* Our Child Protection Policy

**THE AUTHORITY**

Swavesey Primary School is administered from the Cambridge Education Office, Castle Court, Shire Hall, Cambridge.

**THE SCHOOL**

The school occupies a pleasant site next to the village green. The rear boundary borders onto open farmland. The building provides accommodation that includes eleven classrooms, a computer suite, a library/music room, a children's kitchen and two covered Foundation outside areas, a hall equipped with PE apparatus and considerable corridor space. We currently have two classrooms situated within a temporary building but we are undergoing building works to provide permanent accommodation of these two classrooms as well as our pre-school which is also in a mobile at this time.

Outside there is a playing field with a football pitch, several grassed areas with fixed play equipment and two hard-surfaced playing areas, one of which is also used for netball. Seating is arranged around the playgrounds and a quiet area, enabling children to sit with friends. The school grounds have been attractively planted, including specimen trees, shrubberies and rose beds.

Children achieve highly within our school and we are proud of our high standards. Our most recent Ofsted inspection (October 2006) states “*Swavesey Primary is an outstanding school and gives excellent value for money. This is mostly because pupils’ achievement is outstanding. From a broadly average starting point most pupils make excellent progress and standards are exceptionally high by Year 6*”. We organise our curriculum around cross-curricular topics, with many opportunities for linking English to other areas of learning.

Swavesey Primary has a good achievement record and sporting tradition. Team events are organised within the school on sports days, or between local schools in netball, football, rugby and cricket. The school link with the Schools Partnership Programme (SCSSP) also enables many pupils to regularly participate in a variety of sports festivals throughout the year.

Further information can be gained from our website www.swavesey.cambs.sch.uk

**CATCHMENT AREA**

Swavesey is a growing village some nine miles north-west of Cambridge. The school serves the villages of Lolworth and Swavesey. There is a thriving Parent Teacher Association which organises many social and fund-raising events throughout the year.

**PUPILS**

There are currently 297 pupils on roll between the ages of 4 and 11 years. Children are admitted to school at the beginning of the academic year in which they become five. At the age of 11, the majority of children transfer to Swavesey Village College.

**THE POST**

The successful applicant will be expected to undertake all of the responsibilities on the accompanying job description.

**METHOD OF APPLICATION**

Application form, together with your letter, should be sent to the address quoted below or by e-mail to office@swavesey.cambs.sch.uk, by 12noon on Friday 21st April Applications by post will not be acknowledged. Candidates wishing their application to be acknowledged should enclose a stamped addressed envelope. Testimonials or CVs should not be included with the application.

**INTERVIEW ARRANGEMENTS**

Interviews still to be arranged..

**EQUAL OPPORTUNITIES**

Cambridgeshire County Council undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or any of its employees on grounds of sex or marital status, or by reason of race, nationality, age, colour or ethnic or national origins.

**GENERAL INFORMATION**

The successful candidate will be required to undergo a police check/DBS and to satisfy the Authority of his/her medical fitness. The post will also be subject to satisfactory references and a Disclosure of Criminal Record and Disqualification Declaration. Candidates are reminded that canvassing of the Head Teacher, members of staff, governing body, County Council or Education Committee, directly or indirectly, is prohibited and will lead to disqualification.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We look forward to receiving your application.

Mrs Anna-Claire Norden

Head Teacher

Swavesey Primary School

Middlewatch

Swavesey

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E-Mail: office@swavesey.cambs.sch.uk