



June 2019

Dear Applicant

Thank you for your interest in a Nursery Assistant post at our School. We are at an exciting time, with a complete renovation and new build development planned. We have Additionally Resourced provision for children with Autistic Spectrum Disorders, funded places for children with disabilities and children in need, and a range of services to support parents and families with their children. We are putting into practice our vision as a centre of excellence within our community.

Please note the following guidance to support you in making a successful application:

Selection Process

- **Candidates will need to write a supporting statement stating how they meet the person specification for this position. THIS WILL BE USED FOR SHORTLISTING.**

Your supporting statement, interview and interview tasks will be used to assess suitability for the post.

Important guidance on completing your application form:

- All jobs since leaving school, college or university must be listed in your application (whether or not you consider it relevant to the post). Any gaps **must** be explained in your application. We reserve the right to contact any of your previous employers to confirm the information you have given and to obtain references before employment.
- All grades **must** be listed alongside all qualifications – you may not be shortlisted without this.
- We cannot accept friends or family as referees. Your referees should ideally have been line managers, where you have worked in a school it should be the Headteacher.
- Successful shortlisted candidates will be asked to bring *original* identification and certificates to the interview.
- On your supporting statement, we strongly suggest that you write something about each point in the person specification in turn, making sure you relate your experience and skills to each short-listing criterion in the “Application Form” column. This will ensure that you structure your supporting statement clearly and coherently. **Evidence of how you meet all criteria in the “Application Form” column should be included in your supporting statement.**
- **Applications will only be accepted via Hirewire**, and must be received by the closing date. We will not consider any paper applications or any submitted by email.

Important guidance and information on the selection process:

- Please note the short-listing date – you will not be able to submit an application after this date.
- Please note the interview date, to ensure you will be available if shortlisted.
- The interview will include working with children, a written task, and a panel interview.

I hope this helps you in your application. I, and the rest of the recruitment panel, look forward to receiving your form.

Yours sincerely
Lesley J M Benson
Headteacher (4d)