



# MANOR DRIVE SECONDARY ACADEMY



## HOW TO APPLY

*The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

### How to Apply

Applicants are required to submit a letter of application and complete a Support Staff Application Form.

When completing your application please note the following important points:

- i) Letters of application should be no more than 2 sides of A4.
- ii) The application form must be completed clearly and in full, handwritten or typed is acceptable. It is very important to complete all of your employment history since leaving secondary education.
- iii) We are unable to process any applications stating “see CV”.
- iv) The declaration on the application form must be signed.
- v) Informal enquiries by telephone should be directed to Penny Noble via email on [pnoble@manordrivesecondary.org.uk](mailto:pnoble@manordrivesecondary.org.uk)
- vi) Completed applications can be e mailed to [pnoble@manordrivesecondary.org.uk](mailto:pnoble@manordrivesecondary.org.uk)
- vii) Originals must also be posted to the following address. FAO Mrs J Sludds, MDSA, Porter Avenue, Peterborough PE4 7EP.
- viii) **Closing Date for Applications: 13 November 2023**
- ix) Please note that due to the high cost of postage we are unable to reply to all applicants.

The successful candidate will be expected to have good organisational skills and most importantly be able to command the respect and co-operation of both adults and young people.

Manor Drive Academies are committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Online searches are carried out on all shortlisted candidates.