

Moorside Primary School
Beaconsfield Street
Newcastle upon Tyne
NE4 5AW

Telephone: [0191 272 0239](tel:01912720239)
Email: admin@moorside.newcastle.sch.uk
Website: www.moorside.newcastle.sch.uk

Head Teacher: L Hall
Email: linda.hall@moorside.newcastle.sch.uk



June 2019

Dear Applicant,

Application pack for the post of Support Assistant Special Needs Level 3 at Moorside Primary School (Fixed term)

Thank you for your interest in the above vacancy.

On behalf of the Governing Body, I would like to thank you for your interest in considering applying for the post of Support Assistant (Special Needs) Level 3 at Moorside Primary School. We are located in the West End of Newcastle and we have recently joined the West Schools' Trust (WEST). Our Trust is a charitable company consisting of eight primary schools who work together to improve the outcomes of all our pupils.

We work in an area of high mobility with diverse communities and cultures. We are looking for staff that can add enthusiasm, experience and quality support to our current team. We welcome all applications and are committed to equal opportunities.

Please find enclosed:

- the job advert
- the job description
- the person specification
- an application form

The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the DBS. In addition to the DBS, you will also be required to complete and return a Safe Recruitment Form along with a Childcare Disqualification Declaration. Failure to subsequently apply for a DBS or complete the requested forms will disqualify you from further consideration for this post.

Please note that disclosing criminal convictions will not necessarily disqualify you from appointment. This information will be considered in light of its relevance to the post in line with the Authority's 'Code of Practice on the Disclosure of Criminal Convictions in Schools'.

Please return the completed Application Form to Moorside Primary School at the address shown above by **Wednesday 26th June 2019 at 10 am**. Please mark it for the attention of Carmen Chapman marked "Private and Confidential". Shortlisting will take place on Friday 28th June followed by interviews week commencing 8th July 2019.

Yours sincerely



P Piddington
Chair of Governors
Moorside Primary School