



24 January 2023

Dear Applicant

Lunchtime Supervisor to commence as soon as possible

Thank you for showing an interest in the post of Lunchtime Supervisor at St Charles' Catholic Primary School. St Charles' is a successful, vibrant one form entry school which is part of Bishop Bewick Catholic Education Trust.

Pupils achieve exceptionally well and our school is often recognised in the Times good school guide as a high performing school. We are continuing to develop our broad curriculum based on our drivers: inspired, curious, ambitious and community. As a school community, we are always seeking for ways to improve. We are determined to continue to strive for excellence and do the very best we can for our wonderful children. The staff at St Charles' have high expectations of themselves, of each other and of the children. You would be joining a supportive local governing committee and a motivated staff team.

St Charles' has a clear mission, *'Together we follow in Jesus' footsteps in our living and learning.'* We hope you can share in, and contribute to our mission; and strive with us to provide the best possible educational experiences for our children.

We are delighted to enclose an application pack. Within your pack you should find:

1. Catholic Education Service Application form
2. Notes for applicants relating to application form
3. Recruitment monitoring form
4. Consent to obtain references form
5. Disqualification policy
6. Rehabilitation of offenders Act 1974 disclosure form
7. Job description
8. Person specification
9. Applicant Privacy Notice

If you wish to apply, you should return the following documents:

CES Application Form

Rehabilitation of Offenders Act 1974 – Disclosure form

Recruitment monitoring

Consent to obtain references

Disqualification policy

Please complete all parts of the documents as fully as possible. These should be returned to Mrs L Nealings, Headteacher, St Charles' Catholic Primary, Regent Farm

Road, Gosforth, Newcastle Upon Tyne NE3 3HE by noon on the closing date of 17 February 2023.

Applications can be sent by email to office@stcharlesprimary.uk or delivered to our school office.

Shortlisting and Interviews

If you are selected for interview, references will be requested unless you have asked us not to. Please ensure you advise your referees.

I look forward to finding out more about you and learning what you could bring to our school.

Yours faithfully



Mrs L Nealings
Headteacher