



11 May 2023

Dear Applicant

**Early Years Support Assistant to commence September 2023  
1 year fixed term contract**

Thank you for showing an interest in the post of Early Years Support Assistant 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. Application form
2. Notes for applicants relating to application form
3. Job advert
4. Recruitment monitoring form
5. Consent to obtain references form
6. Disqualification policy
7. Rehabilitation of offenders Act 1974 disclosure form
8. Job description
9. Person specification
10. Job 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 5 June 2023.

Applications can be sent by email to [office@stcharlesprimary.uk](mailto:office@stcharlesprimary.uk) or delivered to our school office.

It is important that the school has information about whether or not you have any convictions so that this can be discussed with you at interview. You will be asked to complete a safer recruitment form on interview day. Failure to subsequently obtain a satisfactory Certificate of Disclosure from the Disclosure and Barring Service will disqualify you from further consideration for this post.

Please note that disclosing criminal convictions will not necessarily prevent you being appointed. This information will be considered in light of its relevance to the post, as set out in the 'Code of Practice on the Disclosure of Criminal Convictions in Schools'.

### **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