

Moorside Primary School
Beaconsfield Street
Newcastle upon Tyne
NE4 5AW

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Head Teacher: L Hall
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April/May 2021

Dear Candidate,

HLTA – Higher Level Teaching Assistant

Thank-you for expressing an interest in our school. We hope that the information provided in this Candidates' Pack will help you to decide whether or not you feel that Moorside Primary could be the right school for you. You can find out a lot more about us on our website at www.moorside.newcastle.sch.uk and, if you are unfamiliar with Newcastle and its surrounding areas there's plenty of information on the Newcastle City website at www.newcastle.gov.uk and on the websites of neighbouring local authorities.

Visits to school can be arranged but please be aware that these need to be organised in line with whatever COVID related restrictions are in place at the time. Alternatively, telephone appointments can be arranged which would give you an opportunity to resolve any queries you might have.

If you want to pursue either of these options, please contact the school's Business and Finance Manager, Mrs Carmen Chapman by email: carmen.chapman@moorside.newcastle.sch.uk or by telephone (0191 272 0239).

If you decide to proceed, you must complete all of the documentation requested and ensure it is submitted by the due date and the appropriate time. Shortlisted candidates will be invited to the next stage of the selection process. Candidates will receive advance information concerning the format of the stages. References will be taken up at the shortlisting stage.

All offers of employment are made subject to satisfactory references and safer recruitment form together with DBS clearance. The successful candidate will be subject to an enhanced DBS clearance procedure. 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". The successful candidate must be able to demonstrate their right to work in the UK.

We hope that you will find the enclosed information helpful and we look forward to receiving your application should you decide to proceed.

Yours sincerely,



Pauline Piddington
(Chair of Governors)