SELE*first* SCHOOL

Head Teacher: Rebecca McViitie
Tel: 01434 602808
Email: admin@sele.northumberland.sch.uk
Website: www.selefirst.org

Dear Candidate September 2021

Thank you for your interest in the Cleaner post presently being advertised at SELE*first.* The successful candidate will take up post as soon as possible subject to supporting references and safeguarding checks including an enhanced disclosure barring check.

In total we have seventeen classes in school including two 39 place nursery groups. Classes are all organised on the basis of age into national curriculum groupings. We currently have 394 children on roll.

The successful candidate will work a total of 11.75 hours per week during term time plus nine days. Actual hours worked are Monday and Tuesday from 3.15-5.45pm and Wednesday, Thursday and Friday from 3.15-5.30pm.

SELE*first* takes the Safeguarding of children seriously. If you are successful at interview, you will be required to obtain an 'Enhanced Disclosure' from the Disclosure Barring Service before we can proceed with the appointment. This is achieved by meeting with the Head Teacher at a pre-arranged time and filling in a disclosure form. The purpose of the meeting is also to discuss any convictions, spent or otherwise, that may come up. Forms are then forwarded to the DBS. Any information received will be dealt with in the strictest confidence and any assessment made will be on an individual basis. In addition thorough identity checks will be carried out including checks of all qualifications declared.

Candidates should complete the attached application form. Candidates should also send a cover letter with their application. Letters should be submitted on separate paper. Candidate's names should be written on the bottom of each separate sheet included. CVs are not acceptable, as all the statutory information should go on the application form. The closing date for applications is noon on Friday 1 October 2021. Applications should be addressed and returned to:

Rebecca McVittie, Head Teacher
The Sele First School, Hexham
Northumberland
NE46 3QZ

Yours sincerely

RMcVittie

Rebecca McVittie
Head Teacher

As you are no doubt aware, legislation is in place to ensure the protection of children. SELEfirst takes the issue of safeguarding children very seriously. If you are successful at interview, you will be required to obtain an 'Enhanced Disclosure' from the Criminal Records Bureau before we can proceed with the appointment. Reference requests will also require referees to comment on your suitability to work with young people. Any information received will be dealt with in the strictest confidence and any assessment made will be on an individual basis. Any investigations or concerns must be discussed.

Candidates should note that the school operates a no-smoking policy throughout all its accommodation and grounds.

NPQH Leadership Development School National College for School Leadership
accredited anti-bullying school
Arts Council England ARTSMARK GOLD
British Council INTERNATIONAL SCHOOL AWARD FOUNDATION
ICT MARK ACCREDITED NEXT GENERATION LEARNING
The Basic Skills Agency QUALITY MARK
National Teaching School designated by National College for Teaching & Leadership