



St Catherine's Catholic Primary School

Firshill Crescent, Sheffield S4 7BX

Headteacher Mrs Fiona Rigby

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Date: April 2014

Dear Applicant,

Vacancy for Teaching Assistant

Thank you for your interest in the post, enclosed is an information pack:

- Job description
- Person specification
- CES Application Form for Support Staff
- CES Notes to Applicants
- CES Recruitment Monitoring Form
- CES Rehabilitation of Offender Act 1974 – Disclosure Form

Recruitment Timescale

The closing date for applications is Friday 9th May 2014, and interviews will take place on Friday 23rd May 2014. If you have been shortlisted for interview, we will let you know on Tuesday 13th May; references for shortlisted candidates will also be sent for at this time.

Job Description and Person Specification

When completing your application form, please make sure that you refer to relevant experience and knowledge; applicants who do not meet the essential criteria will not be shortlisted for interview.

References

We need to receive references before the date of the interview. Please make sure that you provide full details of how to contact your referees, including email address and telephone number.



St Catherine's Catholic Primary School (Hallam) a Private Limited Company registered in England. Company Number 8721728.

Our Mission is to behave in the way Jesus taught us. He said: "I have set you an example, that you learn that you are all equal, the Master is no more important than the servant, and that you should behave kindly and humbly towards each other."



Anomalies

As part of the interview process, any anomalies on your application form will be explored, along with your suitability to work with children. The successful candidate will be required to complete an application with the Disclosure and Barring Service (previously the Criminal Records Bureau) in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

I look forward to receiving your completed application form pack; you need to return all three of the completed CES documents:

- CES Application Form for Support Staff
- CES Recruitment Monitoring Form
- CES Rehabilitation of Offender Act 1974 – Disclosure Form

If you have any questions about the process, please do not hesitate to contact me.

Yours sincerely,

Mrs Liz Smith
School Manager
