



# St. Catherine's Catholic Primary School

Firhill Crescent, Sheffield S4 7BX

Headteacher Mrs Fiona Rigby

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Tel: 0114 30 30 381 Fax: 0114 30 30 385

Date: March 2013

Dear Applicant,

## Re: Vacancy for Newly Qualified Teacher

Thank you for your interest in the post. Enclosed is an application pack:

- Job Description
- Person Specification
- CES Application Form

We have a vacancy for a newly qualified teacher from September, the successful applicant will be appointed for a period of one year initially.

You can find out more about our school by visiting our website, and information about the Sheffield Local Authority is available on their website at [www.sheffield.gov.uk](http://www.sheffield.gov.uk).

If you would like to visit our school, please contact me, you would be very welcome.

## Recruitment Timescale

The closing date for applications is Friday 26<sup>th</sup> April 2013, and interviews will take place on Thursday 9<sup>th</sup> May 2013. If you have been shortlisted for interview, we will let you know on Wednesday 1<sup>st</sup> May 2013; 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 invited for interview.

## References

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



Positive Play

*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 the application form will be explored, along with your suitability for working with children. This is in line with the recommendations of Safeguarding Children: Safer Recruitment and Selection in Educational Settings, DfES 1568-2005, July 2005.

I look forward to receiving your completed application; if you have any questions about the process, please do not hesitate to contact me.

Yours sincerely,

Mrs Liz Smith  
School Manager

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