



Hardwick & Cambourne Community Primary School

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Email: blue@hardwick.cambs.sch.uk

Website: www.hardwickprimary.co.uk

Headteachers: Mr Andy Matthews

Dear Applicant

Thank you for your interest in applying for the post of Pastoral Support Co-ordinator at Hardwick and Cambourne Community Primary School. With this letter you should find;

- the Job Description and Person Specification for the post,
- the Application Form for the post

Visits to the school will be warmly welcomed and highly desirable for you to familiarise yourself with our distinctive approach to teaching and learning. To arrange a mutually convenient time to visit, please contact the school on the telephone number given above, or by email, head@hardwick.cambs.sch.uk.

The vacancy is to support pupils across our school, Monday – Thursday, 9:00 – 3.30. When applying please make it clear in your separate letter of application your previous experience of support work in schools. Please check the Job description and Person spec prior to application.

You will also need to visit our school website at www.hardwickprimary.co.uk to follow links to our prospectus, most recent OFSTED report, and further information about the school. You can also access our Child Protection Policy, Equality and Diversity Policy and the school's policy statement on the recruitment of ex-offenders. You may also find it interesting to follow the link on our school website to our learning platform, hosted by Its Learning. You can sign on as a parent - username: parent password Hardwick1. This will give you access to a range of ways we support parental engagement in the school and further examples of current work and projects.

The Governing Body are keen to ensure that the recruitment process is both fair and transparent at all stages and are committed to ensuring equal opportunities for all candidates. If there is additional information that you require, please do not hesitate to request it from the school. Any such information will be made available to all interested candidates. However canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification.

Applications can be sent to the school by post or by hand, or sent electronically if you have accessed the forms online. All applications will be assessed against the requirements of the Job Description and the Person Specification. Completed application forms and a separate letter of application that clearly outlines how you meet at least all the essential requirements of the role should be returned to ourselves at the school. CVs will not be considered. The deadline for receipt of applications is Wednesday 31st January. Interviews will be held during the week of 5th February.

This school is an equal opportunities employer, committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check, satisfactory references and medical clearance.

Yours faithfully

Andy Matthews
Headteacher