



Hardwick & Cambourne Community Primary School

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Email: office@hardwick.cambs.sch.uk
Website: www.hardwickprimary.co.uk

Email: blue@hardwick.cambs.sch.uk

Headteachers: Mrs Ruth French & Mr Andy Matthews

Dear Applicant,

Thank you for your interest in applying for the post of Midday Supervisor 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.

The school lunchtime runs from 11.45 – 1.30 on both sites, with setting up time from 11.30 and we are looking for applicants who can work for any number of days a week, but can be flexible also over the number of days worked and the hours per day. We are also looking for someone who would be willing to work on a more casual basis, as emergency cover, to enable us to cover absence on the midday supervisor team. You will be part of a committed and hard-working team of midday supervisors who oversee the dining halls and playgrounds at lunchtimes.

You will need to visit our school website at www.hardwick.cambs.sch.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

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 accompanying letter of application that clearly outlines how you meet at least all the essential elements of the person specification should be returned to ourselves at the school on either site. CVs will not be considered. The closing date is Thursday 29th June and interviews will be held the following week.

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

Ruth French and Andy Matthews
Co-Headteachers