



Hardwick & Cambourne Community Primary School

Hardwick Campus
Limes Road
Hardwick
Cambridgeshire
CB23 7RE

Cambourne Campus
Sheepfold Lane
Cambourne
Cambridgeshire
CB23 6FR

Telephone: 01954 210070

Fax: 01954 210095

Email: office@hardwick.cambs.sch.uk Email: blue@hardwick.cambs.sch.uk

Website: www.hardwickprimary.co.uk

Headteachers: Mrs Ruth French & Mr Andy Matthews

Dear Applicant

Thank you for your interest in applying for the post of Teaching Assistant 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 in our Y1/2 classes at our Cambourne Campus, Monday – Thursday, 9:00 – 12:00. When applying please make it clear in your separate letter of application your previous experience of support work in schools. This is an essential requirement, and experience of working in this capacity with children in Y1/2 is highly desirable, as is a willingness to support a child with Type 1 Diabetes. We are also looking for additional midday supervisor hours so these hours could continue until 1:30 for successful applicants at Midday supervisor rates. We are a growing school so it is possible that additional hours will become available later in the term or in subsequent years or at our Hardwick Campus.

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 Friday 29th September. Interviews will be held during the week of 2nd October.

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