



## Hardwick & Cambourne Community Primary School

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Website: [www.hardwickprimary.co.uk](http://www.hardwickprimary.co.uk)

Headteacher: Mr Andy Matthews

Dear Applicant

Thank you for your interest in applying for the post of School Secretary 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. To arrange a mutually convenient time to visit, and find more about the nature of the role please contact the school on the telephone number given above, or by email, [head@hardwick.cambs.sch.uk](mailto:head@hardwick.cambs.sch.uk). We have a team of office staff over both sites, but this position is at our Cambourne Campus. It is very important to us that parents feel welcomed and part of our school family and our school office staff have an very important "front of house" role to play, whilst being able to maintain the strictest confidentiality.

You will also need to visit our school website at [www.hardwickprimary.co.uk](http://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. **Please include a letter of application with the form with clear reference to how you meet at least all the essential requirements of the person specification.** Completed application forms and letters of application should be returned to ourselves at the school. CVs will not be considered. The deadline for receipt of applications is Friday 5<sup>th</sup> October. The interviews will be held during 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

Andy Matthews  
Headteacher