



The Minster School

May 2019

Dear Sir/Madam

Please find enclosed an application form and details for the post for which you have shown an interest.

Upon completion, the application should be returned to Mrs A Byrne, HR Officer, The Minster School, Nottingham Road, Southwell, Notts NG25 0LG (please mark the envelope "**Vacancy – Departmental Assistant**") or emailed to recruitment@minster.notts.sch.uk. Please note that only fully completed application forms will be accepted and the school will not accept CVs in lieu of the application form. If you wish to visit the school before deciding whether to apply for the post, please contact Mrs Byrne.

Closing date for applications is **midday on Friday 7th June 2019** and interviews will be held on **Wednesday 12th June 2019**. Late applications will not be considered.

The Minster School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful candidates will receive the County Council's Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. Please note that in line with the safeguarding requirements, if you are shortlisted,

- References will be requested prior to interview from your current or last employer (unless otherwise stated on the application form). Referees may also be contacted by telephone.
- You will need to bring with you to the interview original documentation to prove your identity.

Further details will be given if you are invited to an interview. All successful candidates will also be required provide evidence of their right to work in the UK, original certificates and to undertake an enhanced Disclosure and Barring Service Check via the DBS.

The Minster School is committed to the promotion of equal opportunities for staff and students, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or trade union membership status. This commitment will apply to recruitment and selection practices, training and development, promotion and in the application of national and local agreements in respect of pay and conditions of service. Disabled applicants who meet the essential criteria of the person specification will be guaranteed an interview.

The Minster School is a Church of England Academy which is a member of Minster Trust for Education (MITRE).
A company limited by guarantee, registered in England and Wales, number 11281594.

If you require any further information about the school please visit our website www.minster.notts.sch.uk or contact Mrs A Byrne. If we have not contacted you within 4 weeks of the closing date, you may assume that your application has been unsuccessful.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Parris', written in a cursive style.

Matthew Parris
Head Teacher