



# THE MINSTER SCHOOL

A Church of England Voluntary Aided School



November 2018

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 form, experience review and letter of application should be returned to Mrs A Byrne, HR Officer, The Minster School, Nottingham Road, Southwell, Notts. NG25 0LG (please mark the envelope “**Vacancy – Teacher of Drama**”) or emailed to [recruitment@minster.notts.sch.uk](mailto: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 make an informal visit the school, please contact Alex Byrne by email [a.byrne@minster.notts.sch.uk](mailto:a.byrne@minster.notts.sch.uk) or call her on 01636 817343.

Closing date for applications is **midday on Wednesday 14<sup>th</sup> November** and interviews will be held on **Friday 23<sup>rd</sup> November**. Late applications will not be considered.

Nottinghamshire County Council 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. Referees may also be contacted by telephone.
- You will need to bring with you to the interview original documentation to prove your identity and that you have a right to work in the UK.
- You will need to bring with you to the interview original qualification certificates essential to the post.

Further details will be given if you are invited to an interview. Please note that if you are successful for a teaching post at the school you will also be subject to a prohibition from teaching check. All successful candidates will also be required 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.

If you require any further information about the school please visit our website [www.minster.notts.sch.uk](http://www.minster.notts.sch.uk) or contact Mrs 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 'Matthew Parris', written in a cursive style.

**Matthew Parris**  
**Head Teacher**