



*Be the best you can be!*

28<sup>th</sup> April 2025

Dear Candidate,

Thank you for your interest in the post of Midday Supervisor at Clarborough Primary School. Please find enclosed an application form and relevant information relating to this post:

- Job Description and Person Specification
- Application Form

If you wish to visit the school before deciding whether to apply for the post, please contact Allison Cowell-Clark.

Clarborough Primary 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. Please note that in line with the safeguarding due diligence 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.
- In accordance with KCSIE 2024, an online search of publicly available information will be undertaken on all shortlisted candidates to help identify any incidents or issues, which the school may wish to explore with an applicant at interview.

Further details will be given if you are invited to an interview. Please also note that if you are successful for a teaching post in a school you will also be subject to the full range of pre-employment checks which will include a prohibition from teaching check and for certain posts in schools a disqualification under the childcare act 2006 check will also be required if you work in certain settings.

Clarborough Primary School, together with the recognised trade unions, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity 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 candidates who meet the essential requirements of the post will be guaranteed an interview.

Head Teacher: Mrs Allison Cowell-Clark

Hillview Crescent, Clarborough, RETFORD, Nottinghamshire, DN22 9JZ

Tel: 01777 708065

Email: [office@clarborough.notts.sch.uk](mailto:office@clarborough.notts.sch.uk)

[www.clarborough.notts.sch.uk](http://www.clarborough.notts.sch.uk)

Completed application forms should be returned to Mrs A. Cowell-Clark by post (please ensure the correct postage is used to ensure your application is received on time) or by email to [finance@clarborough.notts.sch.uk](mailto:finance@clarborough.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 have any queries or questions about the post, please do not hesitate to contact the school office on 01777 708065 ([office@clarborough.notts.sch.uk](mailto:office@clarborough.notts.sch.uk))

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Allison', with a long horizontal flourish underneath.

**Mrs Allison Cowell-Clark**  
(Headteacher)