



Recruitment Application Pack September 2022

Tudor Court is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment in working with children

We take the safeguarding of our children very seriously in the appointment of staff within our school. Our recruitment process includes the following process:

- Successful completion of your Application Form
- Two satisfactory references which are requested by us (no testimonials or open references are accepted). One of these must be from your current or last employer. The school will follow up any queries by telephone communication
- Face to face interview process including a lesson observation
- Thorough matching of candidates skills and experience against the Job Description and Personal Specification
- Evidence of relevant qualifications
- Appropriate checks to ensure the candidate has the right to work in the U.K.
- Prior to appointment – clear Disclosure Barring Service (DBS) and Prohibition checks undertaken
- The successful candidates will have a Contract of Employment issued upon commencement of employment.

We seek to employ staff who will offer our children the very best learning experiences.

- Tudor Court is an Equal Opportunities School
- We operate a Non Smoking Policy throughout the School site
- As an Academy, staff are employed directly by Tudor Court Primary Academy Trust - not the local authority (Thurrock).

Cover Supervisor – September 2022

Salary Range

Grade C Pt. 13 to 18 Thurrock Pay Scale

Full Time Equivalent: £23,661 to £27,108

Actual Salary Range: £17,859 to £20,460

Hours: Monday to Friday 32.5 hours per week

Application Information

Please complete and return the following documentation **directly to school** via email:

- A covering **letter** of application (this can be typed or hand written)
- **Copies of all relevant** Certificates for qualifications held relating to this post
- A copy of your existing DBS Certificate (if you have one)

Please make your application online via Essex School Jobs website

- The closing date for receipt of all applications in School is **Wednesday 13th July at Midday.**
- All documentation (including certificates etc.) should be emailed to Samantha Ratcliff via finance@tudorcourtprimary.com
- Applications received after the deadline or that have not provided all of the requested information (forms and Certificates) **will not** be considered for short-listing.

Interviews

Short-listed candidates will be contacted by email as soon as possible to confirm attendance to interview.

Interview: 19th July 2022

Please ensure the telephone number you provide on your documentation is one that we can contact you on during the day should we need to or one that we can leave a message on.

If you have any other queries or wish to have an informal discussion about the post with Phil Kyriacou – Head Teacher please contact Samantha Ratcliff – School Business Manager as per the above email details.

We look forward to hearing from you.