Dear Applicant, Janaury 2021

**Appointment of School Care Club Worker**

Thank you for your recent enquiry concerning the above appointment. Please find attached an information pack and application form. If you require any further information on the specific duties of the post please contact Jo Lockett on 01538 714796, who will be pleased to assist you.

Your information pack contains

* Application Form
* Person Specification
* Job Description
* Information about School Care Club Leader position
* Reference Consent Form

Please ensure that both parts of the application form are completed i.e. Section A and B and that any additional correspondence submitted states only the job reference and your candidate number, not your name. **Curriculum Vitae are not accepted and will not be considered during the shortlisting stage.**

Completed application forms should be returned to the above address by no later **12:00pm on Tuesday 2nd February 2021.** Any electronic application forms can aslo be sent to our e-mail address, [office@woodcroft.staffs.sch.uk](mailto:office@woodcroft.staffs.sch.uk)

Please note that if you are offered this position you will be required to undertake a criminal records background check (DBS) as per our advertisement.

The Academy anticipate a large number of applications in response to each job advertised and, in the interest of economy, it is not possible to reply, in writing, to those applications who have not been selected for interview. If you have not been contacted within 8 weeks of the closing date uyou may assume that, on this occasion, your application has been unsuccessful.

Thank you for the interest you have shown by applying for a position within Woodcroft Academy.

Yours faithfully,



**Mrs H Hewitt**

**Acting Principal**