



# English Martyrs' Catholic Primary School

Beaufront Gardens, Fenham, Newcastle upon Tyne, NE5 2SA

Tel: 0191 2747463

Head Teacher: Miss M Elliott B.Ed. (Hons), NPQH, LLE

[office@emcps.co.uk](mailto:office@emcps.co.uk) [www.emcps.co.uk](http://www.emcps.co.uk)

September 2024

Dear Applicant

## Application Pack for Supervisory Assistant (Level 1)

### at English Martyrs' Catholic Primary School

Thank you for your interest in the above vacancy.

Please find enclosed:-

- Job Advert
- Job Description
- Person Specification
- Support Staff Application Form (*to be completed*)
- Notes to Applicants
- Consent to obtain References Form (*to be completed*)
- Recruitment Monitoring Information Form (*to be completed*)
- Rehabilitation of Offenders Act 1974 – Disclosure Form (*required at interview stage*)
- Safe Recruitment Form (*to be completed*)
- Equality Act 2010
- Privacy Notice for applicants

Completed applications and associated documents should be sent electronically for the attention of Miss Maria Elliott, Headteacher at [office@emcps.co.uk](mailto:office@emcps.co.uk) by noon on Friday 4<sup>th</sup> October 2024.

Interview date is to be confirmed following successful shortlisting.

Yours sincerely

*M Elliott*

**Miss M Elliott  
Head Teacher**



Artsmark  
Silver Award  
Awarded by Arts  
Council England

