

## Information for applicants

Dear Applicant

Thank you for your interest in the post of Before & After School Manager at William Lilley Infant & Nursery School. Please find enclosed an application form and relevant information relating to this post:

If you wish to visit the school before deciding whether to apply for the post, please contact Jacqueline Jenkins.

The 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. Where there has been a break in teaching, references will also be sought from your previous school/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 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.

The 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.

Completed application forms should be returned to Jacqueline Jenkins by hand or by post to William Lilley Infant & Nursery School, Halls Road, Stapleford, Nottinghamshire, NG9 7FS (please ensure the correct postage is used to ensure your application is received on time) or by email to [jjenkins@williamlilley.notts.sch.uk](mailto:jjenkins@williamlilley.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.

**S Beardsley**  
**Head Teacher**