

# MOORDOWN ST. JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL

*A Christian community where commitment to educational excellence changes lives*



April 2024

Dear Applicant

## Communication Support Worker

Thank you for your interest in becoming a Communication Support Worker at this School.

Please find enclosed the Job Description, Person Specification and Application Form in respect of the post. Also enclosed are the following documents, which I hope you will find of interest:

- Privacy Notice for Job Applicants
- Safeguarding/Child Protection (including Safer Recruitment) policy
- Equality policy
- Policy on the employment of ex-offenders

*You are also encouraged to read Keeping Children Safe in Education 2022, Part 1, which is available from the Key Information - Safeguarding section of our school website.*

The contract, which is for 30 hours per week, is offered on a fixed term basis (linked to a specific pupil).

Working hours will be 08.30 – 15.00 Monday to Friday (less .5 hours for lunch break).

Casual Lunchtime staff are also required to help out on an 'as and when needed basis'.

Please return your completed application form at the earliest opportunity.

**To remind you, the closing date will be 23.30 on Friday 10<sup>th</sup> May.**

Interviews are scheduled to take place on Thursday 23<sup>rd</sup> May 2024.

Once again, thank you for your interest ~ I look forward to hearing from you.

In the meantime, please familiarise yourself with our additional recruitment information shown overleaf.

Yours faithfully,

**Headteacher**

## Headteacher:

Mrs G Angiolini  
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## **Further Recruitment Information**

This School values the diversity of our workforce and welcomes applications from all sectors of the community.

This role is UK based and your Right to Work will need to be established as part of the appointment process.

This School is committed to safeguarding, preventing radicalisation and promoting the welfare of children and expects all staff to share this commitment. If successful, you will be required to undergo vigorous pre-employment checks including Enhanced DBS clearance in line with the Government's safer recruitment guidelines.

The School will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.