July 2025

Dear Candidate

**RE: Cover Supervisor**

 **37hrs per week - Term time only**

 **Required September 2025**

Thank you for your recent enquiry in respect of the above vacancy.

Attached is an application form and recruitment pack setting out the duties and responsibilities of the post, which I hope you will find helpful. Please note to be considered for this post you must fully complete the application form and Recruitment and Monitoring form and return them to me by 9.00am, Thursday 4th September 2025.

If you require any further clarification or information relating to this post please do not hesitate to contact my P.A., Mrs M Barnes on 01785 337400.

Yours sincerely

**Ms L Tibbs**

Headteacher