15 March 2023

Dear Candidate

**RE: Cover supervisor**

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

Enclosed/attached is an application form and recruitment pack setting out the duties and responsibilities of the post, which I hope you will find helpful.

If you wish to apply for the post you must complete and return the Application form and Recruitment and Monitoring form to Mrs M Barnes, PA to SLT, at the address above or email: [m.barnes@alleynes.staffs.sch.uk](mailto:m.barnes@alleynes.staffs.sch.uk) by Friday 31st March 2023. If you require any further clarification or information relating to this post please do not hesitate to contact me.

Alleyne’s Academy is committed to safeguarding and promoting the welfare of children and young people/ vulnerable adults and expects all staff and volunteers to share this commitment. You can view our Safeguarding Policy at [www.alleynesacademy.co.uk](http://www.alleynesacademy.co.uk/index.php?p=39)

This position is subject to an Enhanced Disclosure and Barring Service check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from school or by visiting www.crb.gov.uk.

Yours sincerely,

KL_Sig

**Ms K Lockett**

Headteacher