



# ARTHUR MELLOWS VILLAGE COLLEGE

## COVER SUPERVISOR VACANCY



### HOW TO APPLY

Applicants are required to submit a letter of application and complete a Support Staff Application Form.

When completing your application please note the following important points:

- i) Letters of application should be no more than 2 sides of A4.
- ii) The application form must be completed clearly and in full, handwritten or typed is acceptable.
- iii) We are unable to process any applications stating "see CV".
- iv) The declaration on the application form must be signed.
- v) Informal enquiries by telephone should be directed to Sherrill Duberry on 01733 252235 or by email [sduberry@arthurmellows.org](mailto:sduberry@arthurmellows.org)
- vi) Completed applications can be e mailed to [vacancies@arthurmellows.org](mailto:vacancies@arthurmellows.org)
- vii) Originals must also be posted to the following address. Mr Oakley, Head of College, Arthur Mellows Village College, Helpston Road, Glington, Peterborough PE6 7JX. Please include reference 'Cover Supervisor' on the top left of your envelope.
- viii) **Closing Date for Applications: Noon on Wednesday 12 April 2023.**

We reserve the right to close the job advert early should we receive a high amount of applications.

- ix) Please note that due to the high cost of postage we are unable to reply to all applicants.

The successful candidate will be expected to have good organisational skills, be competent in all areas of IT and most importantly be able to command the respect and co-operation of both adults and young people.

The Four Cs MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an Enhanced DBS disclosure, Barred Check List and two successful references. Online searches are carried out on all shortlisted candidates.