



WEST HILL PRIMARY SCHOOL

Details for submission of applications for Cover Supervisor

Application Form

The whole of your application form and any additional information will need to be photocopied for the short-listing panel and your forms should therefore be typed.

Completed application forms should be emailed to office@westhill.staffs.sch.uk

To arrange a tour of the school please email your request to clerical@westhill.staffs.sch.uk

Letter of Application

CVs alone will not be considered. Please include a letter of application or email covering note which addresses the criteria raised in the person specification and job description. This will be used to assess applications for short-listing and appointment. Please give examples where possible to demonstrate how you meet the criteria.

References

References for all short-listed candidates will be taken up prior to interview. Please ensure you give two references and that these contacts are aware of your interview date and the requirement to obtain references by this date.

On-Line Checks

On-Line checks will be carried out for all shortlisted candidates as per KCSIE 2025 prior to your interview.

Closing Date for Application

12/01/2026

Following short-listing, candidates will be advised of interview date and procedures in writing, including any lesson plans (teacher applicants).

Interview Date

21/01/2026

If applicants have not heard from the school by 19/01/2026, it can be assumed they have not been successful.

If your DBS is currently registered with the update service a mandate will be provided to the successful applicant to allow school to undertake an update service check. If you are not on the update service, the necessary ID required to carry out a new check will be requested for the successful candidate on the interview day.

Proof of 'Right to Work in the UK' will be required for the successful candidate prior to appointment.

All interviewees will be informed of the outcome by telephone.