March 2023

Dear Sir / Madam,

**APPLICATION FOR EMPLOYMENT WITH FIVE RIVERS MULTI ACADEMY TRUST**

Thank you for your interest in the vacant position of Family Engagement Officer at Tinsley Meadows Primary Academy.

FRMAT is a leading trust, based in Sheffield. We are made up of two large primary schools; Tinsley Meadows Primary Academy, Abbeyfield Primary Academy, plus a small central team.

We work tirelessly to deliver the best possible education for our children. We recognise that our children need and deserve excellent teaching, exceptional pastoral support and the best opportunities to develop as confident, positive and inspiring role models and achieve their full potential.

We believe wholeheartedly that our success is a result of the high calibre of our workforce. Every role is valued and celebrated. The MAT is passionate about being an employer of choice and we work hard to ensure our teams benefit from a positive, enriching and professional working culture. Applying for a role within our trust is the first step towards enjoying a wide range of employee benefits and career investment, all of which is outlined in our Workforce Charter. A summary of this is contained within our FRMAT applications brochure, attached.

Included within this application pack is the job description and person specification relevant to the post for which you are applying. Alongside this, you will find our trust application form. Please read the application form carefully and answer each question as fully as you can. Towards the back of the form there is an opportunity for you to tell us more about your individual skills, experience and attributes which are essential for the position you have applied for. Please use the prompts given to inform your responses and draw on examples where you can to enable us to obtain a clear picture of your suitability for the role.

As an organisation, we are taking particular action to tackle discrimination and promote equality of opportunity for people of colour and other minority ethnic groups. We welcome and encourage applications from people of any background.

The brochure attached includes important information about right to work and safeguarding which you should read through carefully. We are absolutely committed to ensuring the safeguarding of all our children and therefore all successful candidates will be subjected to an enhanced Disclosure and Barring Service check alongside the need to provide details of criminal convictions. **If you are shortlisted and you have a disclosure to make** you will be asked to provide the details of your convictions in a sealed envelope.

The position you have applied for is a Family Engagement Officer at **Tinsley Meadows Primary Academy, Norborough Road, Sheffield S9 1SG.**

Informal discussions prior to applying are welcomed. You can arrange to speak with Tania Macpherson, Principal by emailing her on [applications@tinsleymeadows.sheffield.sch.uk](mailto:applications@tinsleymeadows.sheffield.sch.uk) or by telephone: 0114 2441842.

Please note, we will only contact you if you have been shortlisted for interview. It is not company practice to notify unsuccessful candidates. Therefore, if you have not heard back from us within 3 weeks of the post closing you may assume you have not been shortlisted.

I thank you one again for your interest in this senior position and wish you luck in your application.

Yours sincerely



Rebecca Webb

CEO, Five Rivers MAT