

## Discovery Primary Academy

### How to Apply

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

When completing your application please note the following important points:

1. Letters of application should be no more than 2 sides of A4.
2. Letters should outline clear educational philosophy and link it to the requirements of the post.
3. Letters should address the criteria identified in the person specification.
4. The application form must be completed clearly and in full, handwritten or typed is acceptable.
5. We are unable to process any applications stating "see CV".
6. The declaration on the application form must be signed.
7. Informal enquiries should be directed to Debby Pinfold on [office@discoveryprimary.com](mailto:office@discoveryprimary.com)
8. Completed applications can be e mailed to [office@discoveryprimary.com](mailto:office@discoveryprimary.com)
9. Originals must also be posted to the following address:

Ms M Siequien  
Discovery Primary Academy  
Mounstevan Avenue  
Walton  
Peterborough  
PE4 6HX

Please include the Job Title on the top left of your envelope.

**Closing Date for Applications: Noon on Monday 9<sup>th</sup> June 2025 at 9am**

10. 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 children.

Discovery Primary Academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children, in line with Keeping Children Safe in Education statutory guidance for schools and colleges.