



**St Thomas More Catholic Primary,
A Voluntary Academy.**

Creswick Lane, Grenoside, Sheffield, S35 8NN
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Email: enquiries@st-thomasmore.sheffield.sch.uk

Web: www.st-thomasmoresheffield.co.uk



Head Teacher: Mrs D Faley

October 2021

Dear Applicant

Re: Vacancy for a Temporary Job Share (0.4) Teacher

Thank you for your interest in the post. Enclosed is an application pack:

- Teacher Job Description
- Personal Specification
- CES Application form & associated documents
- Copy of the advert

You can find out more about our school by visiting our website www.st-thomasmoresheffield.co.uk and information about the Sheffield Local Authority is available on their website at www.sheffield.gov.uk.

Recruitment Timescale: The closing date for applications is Friday 26 November 2021. Applications and supporting documentation can be returned by email to s.proverbs@st-thomasmore.sheffield.sch.uk or hard copies returned to school address. Interviews will take place w/c 6 December 2021. If you have been shortlisted for interview, we will let you know by Tuesday 30 November 2021. **(Please note the school half term break is Monday 25 October 2021 to Friday 29 October 2021 inclusive).**

Job Description and Personal Specification: When completing your application form, please make sure that you refer to relevant experience and knowledge; applicants who do not meet the essential criteria will not be invited for interview.

References : We need to receive references before the date of interview. Please make sure that you provide full details of how to contact your referees, including email address and telephone number.

Anomalies: As part of the interview process, any anomalies on the application form will be explored, along with your suitability for working with children. This is in line with the recommendations of Safeguarding Children: Safer Recruitment and Selection in Educational Settings, DfES 1568-2005, July 2005. I look forward to receiving your completed application; if you have any questions about the process, please do not hesitate to contact me.

Yours sincerely

Donna L Faley
Head teacher



St Thomas More Catholic Primary A Voluntary Academy has been awarded Basic Skills Agency Quality Mark for standards. The National Healthy Schools status Silver KS1 Sportsmark award Primary Science Quality Mark Silver Award