



HEDNESFORD HILLS FEDERATION

Details for submission of applications for LUNCHTIME SUPERVISOR at West Hill Primary School

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 wherever possible.

Please ensure all sections are fully completed and that there are **no gaps in your employment history from leaving school to present day** – see notes on application form.

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

To arrange a tour of the school or for further information 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 cover 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. Please fully complete the details of your references to include a contact number, email address and address including the postcode. **You MUST provide two references as detailed on the application form.**

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

Friday 19th June 2026 at 12pm

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

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

Interview Date

To be arranged

If applicants have not heard from the school by 03/07/226, 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.