



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

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Web: <http://www.st-thomasmoresheffield.co.uk>



Head Teacher: Mrs D Faley

November 2023

Dear Applicant

**Part Time - Pastoral Support Assistant
26.25 hours per week, 5.25 hours per day - 38 weeks per year**

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

- Copy of the Advert
- Job Description
- Personal Specification
- CES Application Pack

Recruitment Timescale: The closing date for applications is Wednesday 6 December 2023. Selections will take place on 15 December 2023. If you have been shortlisted, we will let you know by Friday 8 December 2023.

When completing your application form, please make sure that you refer to relevant experience and knowledge and in particular, the personal specification.

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
Headteacher



Jesus said:
"Love one another as I have loved you."
At St Thomas More School our Mission is to allow everyone to love and be loved.
We believe that Love is:
Kindness, justice, forgiveness and friendship; it is unconditional and inclusive, allowing each one of us to learn and grow to become the wonderful person God created us to be.