07 December 2023

Dear Candidate

**RE: PUPIL SUPPORT ASSISTANT (Medical Needs) – GRADE 8**

Required as soon as possible

18.75 hours per week – Term time only

 Salary £23,620 - £25,878 (FTE)

Thank you for your recent enquiry in respect of the above vacancy.

Enclosed/attached is an application form and recruitment pack setting out the duties and responsibilities of the post, which I hope you will find helpful.

If you wish to apply for the post you must complete and return the application and Recruitment and Monitoring form to Mrs M Barnes, PA to SLT, via email: m.barnes@alleynes.staffs.sch.uk no later than 9.00am on Thursday 21st December 2023.

This school is committed to safeguarding and promoting the welfare of children and young/vulnerable adults and expects all staff and volunteers to share this commitment.

All appointments are subject to an enhanced DBS clearance and pre-employment checks in accordance with Keeping Children Safe in Education.

Yours sincerely,



**Mrs A Jones**

Director of Business & Finance