10 June 2022

Dear Candidate

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

Required for September 2022

27.5 hours per week – Term time only

Temporary (September 2022 to August 2023)

Salary £21,695 - £23,953 Pro rata

Actual Salary £13,941 - £15,391

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, P A to Senior Leadership Team via email: [office@alleynes.staffs.sch.uk](mailto:office@alleynes.staffs.sch.uk) no later than noon on Tuesday 5th July 2022.

Alleyne’s Academy is committed to safeguarding and promoting the welfare of children and young people/ vulnerable adults and expects all staff and volunteers to share this commitment. You can view our Safeguarding Policy at [www.alleynesacademy.co.uk](http://www.alleynesacademy.co.uk/index.php?p=39)

This position is subject to an Enhanced Disclosure and Barring Service check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from school or by visiting www.crb.gov.uk.

Yours sincerely,

**W Bennett**

**Mrs W Bennett**

Director of Business & Finance