

Beaconsfield Drive

Blurton

Stoke-on-Trent

Staffs. ST3 3JD

Tel: 01782 883120

**Kemball School**

Head Teacher: Mrs Lisa Hughes

Dear Applicant

# Appointment of SEN Personal Care Support Worker

Thank you for your enquiry concerning the above appointment. Please find enclosed an information pack and application form. If you require any further information on the specific duties of the post please contact the school on the above number and we will be pleased to assist you.

Your information pack contains:

|  |  |  |
| --- | --- | --- |
| * Application Form * Person Specification | * Job Description * Reference consent form |  |

Please ensure that both parts of the application form are completed i.e. Section A and B **Curriculum Vitae are not accepted and will not be considered during the shortlisting stage.**

Completed application forms should be returned to the above address by no later than 12pm on 5 November 2021. Any electronic application forms can also be sent to our e-mail address, kemball@kemballschool.co.uk

Please note that if you are offered this position you will be required to undertake a criminal records background check (DBS), as per our advertisement.

The School anticipates a large number of applications in response to each job advertised and, in the interests of economy, it is not possible to reply, in writing, to those applicants who have not been selected for interview. If you have not been contacted within 4 weeks of the closing date you may assume that, on this occasion, your application has been unsuccessful.

Thank you for the interest you have shown by applying for a position at our school.

Yours sincerely

Lisa Hughes

Headteacher