September 2024

Dear Applicant,

I am very pleased to forward the application pack and hope, that after consideration, you apply to the post of Centre Assistant. You will become part of our Barlow Hall’s Early Years Department (age 0 to 5 years) and the role will be in our Sure Start Children’s Centre. You will work alongside the Assistant Headteacher/ Locality Lead for Early Years at Barlow Hall Primary School and Children’s Centre.

The following information will enable you to make a positive choice about applying to be a member of staff at our school and Children’s Centre. Please read the information carefully.

Barlow Hall Primary School is located in Chorlton, Manchester and is part of Link Learning Trust, with Brookburn Community Primary School. We currently have 280 children on roll, including our two year old provision, Barlow Bears. The school leads the Children’s Centre, which is part of our school, our Assistant Headteacher for Early Years is the Locality Lead.

To join our team, you will need to have a strong commitment to supporting families alongside other services and professionals using a whole family approach.

You will need to understand the urban context of our locality. It can be a challenging and also a very rewarding place to work. We can offer the successful candidate an enjoyable work place with highly trained and supportive staff as well as a commitment to your own learning journey and continuing professional development.

The closing date for applications is Monday 7th October 12 noon. Please state the vacancy reference number for the position you are applying for.

Successful candidates will be invited for interview on Wednesday 9th October.

Opportunities to visit our School and Children’s Centre are: Monday 30th September at 12pm or Thursday 3rd October at 2pm

Please email Tracey Leishman at [admin@barlowhallprimary.co.uk](mailto:admin@barlowhallprimary.co.uk) to book a place on the tours.

Yours sincerely,

Jayne Kennedy

Executive Headteacher

**Important safeguarding information for all applicants**

Barlow Hall Primary School is a member of Link Learning Trust.

At Link Learning Trust, we take safeguarding very seriously. As part of our commitment to promoting the welfare of our children the following procedures will be followed for all new applications.

On receipt of your application any anomalies or discrepancies such as gaps in your employment history will be scrutinised and may affect the shortlisting of your application. Please, therefore, complete your application carefully giving full details. CVs will not be accepted.

References will be followed up and any appointment will be subject to satisfactory written references being received. Any information on your reference which causes concern will be raised with you at interview.

If you are invited to interview you must bring with you the following:

* A form of photo identification such as a driving licence or passport.
* Proof of required qualifications as listed in the application pack.
* Proof of National Insurance (i.e. NI Card or letter from HMRC)
* Proof of address

These documents must be the original certificates, photocopies are not acceptable.

Copies will be taken of the documents you bring with you and placed on file until the successful candidate is appointed. After this point the documents of unsuccessful candidates will be shredded.

Any offer of employment is conditional upon the satisfactory completion of the pre-appointment checks and after appointment will be subject to a successful Disclosure and Barring Service (DBS) and medical health check.

These pre and post recruitment are statutory as laid down in ‘Safeguarding Children & Safer Recruitment in Education, 2007.

Please note that appointment to all non-teaching posts will be subject to the successful completion of a probationary period.

Applicants shortlisted will be subject to an online search.

This is not part of the shortlisting process itself, you will be able to address any issues of concern that arises during the search at the interview.

**Please could you complete & return the following DBS information**

There is nothing I would like to make you aware of before interview

regarding my DBS check  **🞏**

There is an issue I will need to discuss prior to interview

regarding my DBS check **🞏**

**Headteacher: Jayne Kennedy**

**Deputy Head: Alice Corlett**

**Darley Avenue, Chorlton-Cum-Hardy, Manchester,**

**M21 7JG**

**Tel: 0161 881 2158**

**Fax: 0161 861 8367**

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