



**Geoffrey Field Infant
School**

Miss Z. Dean
Headteacher

Exbourne Road
Reading
RG2 8RH

Tel: 0118 9375473

Email: admin@geoffreyfieldinfant.reading.sch.uk



Vacancy for September 2022: Team Leader or a Teacher working towards a Team Leader position with a preference for working in Early Years

Dear Applicant

Thank you for the interest you have shown in this position and in Geoffrey Field Infant School.

Please find enclosed the job descriptions and person specification for the post. You should be able to demonstrate on your application form that you meet both the job description and person specification.

Please do not enclose a CV. To conform to our equal opportunities policy we only consider applications on our standard form. This is to ensure that all candidates are treated fairly. In addition, your personal details will not be made available to the shortlisting panel. **Please return the Teacher Application form and Declaration of Convictions form** if you wish to apply for the vacancy, making it clear on the application form, which position you are applying for.

If you are successful at interview, the post you are applying for will require an Enhanced Disclosure. A Disclosure is a document containing information held by the Police and Government departments. It can be used by employers and voluntary organisations to make safer recruitment decisions. Disclosures are provided by the Disclosure and Barring Service (DBS) an executive agency of the Home Office.

Application form should be returned to:

- admin@geoffreyfieldinfant.reading.sch.uk (by e-mail)
- the address above (by post)

Applications will be considered on receipt.

If you have not heard from us after two weeks of sending in your application form, please assume that your application has been unsuccessful. If you would like us to acknowledge receipt of your form, please specify this in your email.

Yours faithfully

Z Dean
Headteacher

Enclosures:

Teacher Application form
Declaration of Convictions form
Making Your Application information sheet
Team Leader Job description

Teacher Job Description and Person Spec.
Privacy Notice for Job Applicants
The School's Equality Policy 2020-2024
The School's Child Protection Policy 2020-2024



