



EDITH CAVELL PRIMARY SCHOOL

Manton Lane, Bedford. MK41 7NH

[Ambitious, Achieving and Nurturing](#)

Headteacher: Miss Heather Cooke
Tel:01234 345636 Fax 01234 356291

E-mail office@ecls.org.uk

April 2019

Dear applicant

Thank you for expressing an interest in the position of Relief Midday Supervisor at Edith Cavell Primary School.

Please find enclosed:-

- information about the school
- an application form and guidance notes
- job description
- person specification
- Disclosure and Baring Service – Information for Applicants

Visits to the school are encouraged. Please contact the school office on 01234 345636 to arrange a mutually convenient time.

The closing date for applications is Friday 26th April 2019 at 9am. Interviews and selection processes will be held on Tuesday 30th April 2019.

We will request references for short-listed candidates prior to the interview. Therefore, please provide an email address for your references if possible.

Please note that if you are called for interview, it will be necessary for you to bring originals of the following documents to the interview:

- Birth certificate
- Marriage certificate (if applicable)
- Utility bill or bank statement (to prove address)
- Passport (if you have one)
- Right to Work in UK permit (if applicable)
- Education certificate(s)
- DBS certificate

I look forward to receiving your completed application form.

Yours sincerely

Miss H. Cooke
Headteacher