



## Achieving, Caring, Enjoying

Date: 15<sup>th</sup> July 2025

Dear Applicant,

Thank you for taking the time to consider applying for the post of Midday Supervisor at our school. Further details of the post are shown in the Job Description and Person Specification.

We have a fantastic staff team and wonderful children and parents. Our highest priority for this appointment is that we find someone who, not only has the skills to fulfil the role, but who also has the enthusiasm, flexibility and caring attitude to become a key part of our school community.

The school is committed to safeguarding and promoting the welfare of children in its care and expects all staff to share this commitment. The school recognises that an important element in keeping children safe from harm is to ensure that unsuitable people do not have access to the school. All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](#).

Shortlisted candidates will be asked to complete a self-disclosure form to provide details of all unspent convictions and those that would not be filtered or protected, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

The successful candidate will be expected to follow the school's policy for Child Protection (available from the school and on the school website). All disabled applicants who meet the essential criteria in the person specification will be interviewed. All applicants will be considered on the basis of suitability regardless of sex, race, gender, religion or belief, marital status or disability.

I would be delighted to show you our school and tell you more about the role.

Please outline your experience in a covering letter alongside the Westmorland and Furness Council application form. Ideally the appointed person will start on Wednesday, 3<sup>rd</sup> September.

I look forward to meeting you and receiving your application.

Yours sincerely,

Michelle Clark  
Executive Headteacher