

**BURLEY AND WOODHEAD CE PRIMARY**

 Sandholme Drive

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May 2025

Dear Candidate

Many thanks for your interest in the position of part time teacher, fixed term to 31 August 2026 here at Burley and Woodhead CE Primary School. Please find attached/enclosed the following information:

* Application form
* Job description and person specification
* Candidate privacy notice

The deadline to apply for the position is 12 noon on Friday 20 June and the interview date is Thursday 26 June.

We have two opportunities to look around our school and encourage all interested candidates to visit us. The dates are Friday 13 June at 1pm and Monday 16 June at 4pm. Please email us at recruitment@burleywoodhead.com to book this tour. Alternatively you can call our Business Manager, Mrs Victoria Lister, on 01943 862739. ***Please note school is closed from Monday 26 May until Monday 9 June for a two week break.***

It is an offence to apply for this role if you are barred from engaging in regulated activity relating to children. An enhanced DBS check with a barred list check will be undertaken for the successful candidate. Please refer to our school website Policies page to view the safeguarding and child protection policy.

We would be grateful if you could please let us know in your application if you need any adjustments making, should you be asked to interview.

We very much look forward to hearing from you.

Yours sincerely

Mrs Nina Dobson

Headteacher