



BROADLEA PRIMARY SCHOOL

Headteacher: Mrs S Freeley
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Lake
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Dear Applicant

Re: Application for Clerk to Governors

Thank you for requesting an application pack for the position of Clerk to Governors at Broadlea Primary School.

Completed application forms along with a covering letter should be emailed to admin@broadleaprimar.y.co.uk or posted to Broadlea Primary at the address above.

Closing date for applications is Friday 18th January 2019.

(Please note that although it states on the application form that at least 3 years of employment history is required, for the purposes of safeguarding, we actually require a FULL employment history, accounting for any gaps.)

Interviews will take place on Monday 21st January 2019.

If we do not contact you before Thursday 8th December please understand that you have been unsuccessful in securing an interview on this occasion.

If you are interested in visiting us at Broadlea, please contact the school office to make an appointment.

Broadlea Primary School is committed to safeguarding and protecting its pupils and students. The successful candidate will be subject to an enhanced DBS check. References will be requested prior to interview.

Enclosed with this application pack is:-

- A job description
- A person specification
- An application form and guidance for completion
- A copy of the advert

Yours sincerely,

Ms Sharon Freeley
Headteacher

