



Dear Applicant

Thank you for your interest in the post of **Class teacher** at Haymerle School.

Enclosed in the application pack you will find an application form, a job description and person specification, declaration form and job context sheet providing some general information about the school.

Please complete and return the application form with the completed CRB declaration form. **Your referees must be able to provide references promptly as these must be provided prior to selection and interviews.**

When completing your application, it is essential that you answer **each point in the person specification** (which may involve some repetition) for your application to be considered. **Please do not submit a general curriculum vitae.**

May I remind all applicants that Haymerle School is committed to Southwark's Safeguarding Policy and because of the nature of the post candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with Departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

Please hand in or post your completed application to:

**Reception
Haymerle School
Haymerle Road
SE15 6SY**

Or email to: **reception@haymerle.southwark.sch.uk**

I wish you luck with your application. If you require any further information, please contact me at the school.

Yours sincerely

E.M. Nolan
Head teacher