



## HOW TO APPLY

### NURSERY ASSISTANT

Applicants are required to submit a letter of application and complete a Support Staff Application Form.

When completing your application please note the following important points:

- i) Letters of application should be no more than 2 sides of A4 and addressed to Mr Sam Smee, Head of School.
- ii) The application form must be completed clearly and in full, handwritten or typed is acceptable.
- iii) We are unable to process any applications stating "see CV".
- iv) The declaration on the application form must be signed.
- v) Informal enquiries by telephone should be directed to Jo Adcock on 01733 566990 or via email to [Jo.adcock@fulbridgeacademy.co.uk](mailto:Jo.adcock@fulbridgeacademy.co.uk)
- vi) Completed applications can be emailed to [Jo.adcock@fulbridgeacademy.co.uk](mailto:Jo.adcock@fulbridgeacademy.co.uk)
- vii) Originals must be posted to the following address: Jo Adcock, HR Lead, Fulbridge Academy, Keeton Road, Peterborough, PE1 3JQ. Please include the reference 'Nursery Assistant' on the top left of your envelope.
- viii) **Closing Date for Applications: 10am Friday 21st June 2024**
- ix) Please note that due to the high cost of postage we are unable to reply to all applicants.

The successful candidate will be expected to have good organisational skills, be competent in all areas of IT and most importantly be able to command the respect and co-operation of both adults and young people.

Fulbridge Academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates. We reserve the right to close the job advert early should we receive a high amount of applications.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children, in line with Keeping Children Safe in Education statutory guidance for schools and colleges.