



Steeple Morden C of E Primary School
7 Hay Street, Steeple Morden, Royston, SG8 0PD
Tel: 01763 852474 **Fax:** 01763 853112
Email: office@steeplemorden.cambs.sch.uk
Website: www.steeplemorden.cambs.sch.uk



Headteacher: Mrs. Tracey How

Dear Candidate

Vacant position: School Secretary

Thank you for your interest in the above position at Steeple Morden Primary School. We are a village school, at the heart of the local community, in rural Cambridgeshire with approximately 165 children on roll.

Please find attached:

- the job description and person specification and;
- an application form, please note we do not accept CVs, an application form must be completed;
- recruitment privacy notice
- disqualification form (if you would prefer, this can be forwarded to the Headteacher in a named, sealed envelope)

The following policies are available for you to review on our website: <http://www.steeplemorden.cambs.sch.uk/website/policies/71791>

- Equality policy
- Child protection policy
- Safer recruitment policy

Please note, any information you submit will be retained in line with our data protection and general data protection regulation guidelines.

Please note the closing date for this position is: **noon on Wednesday 14th March**, please send applications to Mrs Tracey How (Headteacher) or e-mail office@steeplemorden.cambs.sch.uk. Interviews will take place for successful candidates in the week commencing 18th March 2024.

Please note, that canvassing any member of staff, or member of the governing body (directly or indirectly) is prohibited and will be considered a disqualification.

Under safer recruitment guidelines an enhanced DBS clearance certificate will be required for this position and references will be taken up prior to interview; however, this will be discussed with you pending shortlisting.

If you have any queries or would like to visit the school please do not hesitate to contact me by email office@steeplemorden.cambs.sch.uk or alternatively ring the school office.

Yours sincerely

Mrs Tracey How
Headteacher

