



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

1st February 2024

Dear Applicant

Vacant Position: Office and Premises Manager

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

Please find attached:

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

The following policies are available for you to review on our website:

<http://www.steeplemorden.cambs.sch.uk/website/policies>

- Equality policy
- Safeguarding and child protection policy
- Safer recruitment policy

Please be aware that any information you submit will be retained in line with our data protection and general data protection regulation guidelines. More information is available on request.

The closing date for this position is: 27th February 2024. Please send applications to Mrs Tracey How email: head@steeplemorden.cambs.sch.uk.

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.

Steeple Morden C of E Primary School and its governors are committed to safeguarding and promoting the welfare of children and young persons. The Headteacher must ensure that the highest priority is given to following the guidance and regulations in order to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service and complete a Disqualification Declaration. In addition, references will be requested prior to interview.

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

Yours sincerely

Mrs Tracey How
Headteacher

