



St Andrews Road
Basingstoke
Hants RG22 6PS

Tel: 01256 322148

Headteacher: Justin Innes

June 2025

Dear Applicant,

Vacancy: Lunchtime Supervisory Assistant

Thank you for your interest in the above post. Enclosed in this pack you will find:

- An Application form
- An Equalities Monitoring form
- A copy of the advert
- The Person Specification
- The Role profile
- A Job Hazard form

Should you decide to apply please return the completed **Application form** and **Equalities Monitoring form** to the school by **noon on Friday 13th June 2025**. We will be contacting the short-listed candidates by phone or email so please ensure you provide full contact details on your application form. Interviews will take place during the week beginning **Monday 16th June 2025** for shortlisted candidates.

Please note that previous applicants need not apply.

This school and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks. A copy of the school's Recruitment Policy is available on request.

We look forward to hearing from you.

Yours truly,

Lynne Cosgrove
Business Manager

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