

April 2022

Dear applicant

Thank you for your enquiry.

As you will have seen from the advert we are seeking a hardworking and enthusiastic Holiday Club Co-ordinator to join our friendly professional team. For your information please find attached:-

- Application Form
- Job Description
- Ofsted Report 2013
- School Prospectus
- Organisation structure

The vacancy equates to up to 45 hours per week during holidays only. (approx. 40-45 days per year)

Visits to the school are warmly welcomed and I would be grateful if you would contact the office to arrange a suitable time. You may also wish to look at our website – <http://banksroadschool.co.uk/> which gives a good flavour of the school. Finally, please do not hesitate to contact me if you have any queries regarding the appointment.

Nottinghamshire County Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful candidates will receive the County Council's Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

If you wish to apply for the post, please complete and return the enclosed application form, together with a supporting statement of **no more** than 250 words outlining;

- relevant experience

The closing date for applications is 12.00 noon on Wednesday the 22nd June 2022. We intend to conduct interviews the week after (time to be confirmed). We would like the successful candidate to commence in the holiday.

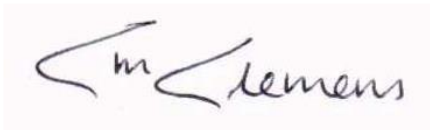
Banks Road, Toton, Beeston, Nottingham, NG9 6HE. Web: www.banksroadschool.co.uk

If you do not hear from us by this date please assume that, on this occasion, you have been unsuccessful.

References will be requested for all short listed candidates; at least one of the references must be from a current or past employer and the other may be a personal reference from a professional acquaintance. References will be sought prior to interview.

I look forward to receiving your completed application form.

Yours sincerely

A handwritten signature in black ink on a light pink background. The signature is written in a cursive style, starting with a large 'C' followed by 'm' and then 'Clemens'.

Carole Clemens