



Hardwick Community Primary School
Limes Road
Hardwick,
Cambridge CB23 7RE

Telephone: 01954 210070
Fax: 01954 210095
e-mail: office@hardwick.cambs.sch.uk

Head Teachers: Mrs Ruth French
Mr Andy Matthews

Dear Applicant,

Thank you for your interest in applying for the post of class teacher at Hardwick Community Primary School. With this letter you should find;

- the Job Description and Person Specification for the post,
- the Application Form for the post

You will also need to visit our school website at www.hardwickprimary.co.uk to follow links to our prospectus, most recent OFSTED report, and further information about the school and village, and access our child protection policy.

We are able to be flexible about which year group the vacancy will be in from September, due to a range of possible ways of deploying our current staff. Applications from teachers interested in teaching in any year group from Reception through to Y4 would be of interest to us, though we would find it helpful if in your application letter you made reference to which age groups in this range you felt you had the most expertise, or wished to work in. Applications either from NQTs or more experienced teachers are equally welcome.

Visits to the school will be warmly welcomed and highly desirable for you to familiarise yourself with our distinctive approach to teaching and learning and the team teaching roles in each year group. To arrange a mutually convenient time to visit, please contact the school on the telephone number given above, or by email, head@hardwick.cambs.sch.uk.

The Governing Body are keen to ensure that the recruitment process is both fair and transparent at all stages and are committed to ensuring equal opportunities for all candidates. If there is additional information that you require, please do not hesitate to request it from the school. Any such information will be made available to all interested candidates.

Applications can be both sent to the school by post or by hand, or sent electronically if you have accessed the forms online. All applications will be assessed against the requirements of the Job Description and the Person Specification. Completed application forms should be returned to ourselves at the school.

The deadline for receipt of applications is 9.00am Tuesday 23rd March . Short-listed candidates will be contacted by Thursday 25th March. The interviews will be on Wednesday 31st March.

Yours faithfully

Ruth French and Andy Matthews
Co-Headteachers