



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

Telephone: 01954 210070
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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 teacher at Hardwick Community Primary School. This position is to cover a maternity leave and will be to provide PPA and NQT release in Ys 1- 4 from September 2010. The position will be for 2 full days, either a Tuesday and Wednesday, or a Wednesday and Thursday.

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.

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.

Visits to the school will be warmly welcomed and highly desirable in order for you to fully understand the nature of the role. 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.

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 1.00pm Monday 28th June . Interviews will be held the week beginning 3rd July.

Yours faithfully

Ruth French and Andy Matthews
Co-Headteachers