



Hardwick Community Primary School,  
Limes Road,  
Hardwick,  
Cambridge CB23 7RE  
Telephone: 01954 210070  
Fax: 01954 210095

Headteachers Mrs Ruth French  
Mr Andy Matthews  
office@hardwick.cambs.sch.uk

Dear Applicant,

Thank you for your interest in applying for the post of Midday Supervisor 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.

The school lunchtime runs from 12.00- 1.15 each day, and we are looking for someone who can work for up to 5 days a week, one of which must be a Friday. We are also looking for someone who would be willing to work on a more casual basis, as emergency cover, to enable us to cover absence on the midday supervisor team. You will be part of a committed and hard-working team of midday supervisors who oversee the dining hall and playground at lunchtimes. The position would begin from the week of Monday 20<sup>th</sup> April. The hourly rate is £6.73.

The Governing Body are keen to ensure that the recruitment process is both fair and transparent at all stages. 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. To arrange a mutually convenient time to visit, please contact the school on the telephone number given above, or by email, office@hardwick.cambs.sch.uk.

All applications will be assessed against the requirements of the Job Description and the Person Specification. Completed application forms and letters should be returned to the school.

The deadline for receipt of applications is Monday 30<sup>th</sup> March. Short-listed candidates will be contacted the same day as the interviews will be during the same week.

Yours sincerely

Ruth French and Andy Matthews  
Co- Headteachers