



WITTON MIDDLE SCHOOL

Old Coach Road, Droitwich Spa, Worcestershire WR9 8BD

Telephone: (01905) 773362
E-mail: office@witton.worcs.sch.uk
Headteacher: Mrs Cath Crossley

Dear Applicant

Thank you for your interest in the advertised post. Please find the enclosed application form, job description and person specification which I hope will be of interest to you.

Due to our safeguarding responsibilities, all applicants must complete the enclosed application form. We are unable to accept a CV. Applicants should provide full and accurate details of relevant employment history whether paid or unpaid experience. Applicants must ensure that there are no gaps in the chronology of their education and or employment history.

Applicants will be required to produce evidence of qualifications attained at interview.

Please provide details of at least 2 referees, including a telephone number and email address. Please ensure you seek the referee's permission before recording their details on the application form. References will be sought for invited candidates prior to interview.

Right to Work - In accordance with the legal requirements of the Immigration, Asylum and Nationality Act 2006, Witton Middle School is under a legal duty to require all members of staff to provide documentary evidence of their entitlement to undertake the position applied for and to ensure that they have an ongoing entitlement to live and work in the UK. Guidance regarding which documents will be required, will be detailed in any invite to interview letter.

If you have further questions about the advertised post, you are very welcome to telephone me on 01905 773362.

Good luck - If you choose to pursue your application, I look forward to hearing from you. If not, I wish you well in your job search.

Mrs Marie C Smith Chartered MCIPD
SCHOOL BUSINESS MANAGER