



**PARKSIDE**  
SCHOOL

**Head** Nicole Janssen BA (Hons) PGCE NPQH

Dear Applicant

Thank you for your expression of interest in the position as advertised.

For further details including the Job Description and Person Specification and how to apply please contact the Head's PA by email: [pa@parkside-school.co.uk](mailto:pa@parkside-school.co.uk) or by telephoning 01932 862749.

To be considered for the post please return the completed Application Form by the closing date as indicated on the advert.

Please find attached or via the School's website: [www.parkside-school.co.uk](http://www.parkside-school.co.uk):

The:

- Advert
- Application Form and explanatory notes about completing the Form and the recruitment process
- Equal Opportunities Form
- Job Description
- Person Specification
- Privacy Notice - Recruitment
- School's Safeguarding Policy, and
- Safer recruitment procedures (Recruitment & Selection Policy)

Please note, where the interview dates are to be confirmed, we reserve the right to appoint before the closing date for the right candidate.

If you have a disability and need any assistance with the application process please contact the School Bursar via any of the contact details above who will be happy to help with this.

If you have any questions or would like to discuss the role advertised, please feel free to contact us.

Yours sincerely

**David Williams**  
**Assistant Head (HR, Compliance & Privacy)**

**SAFER RECRUITMENT STATEMENT:**

*Parkside School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*