



Blagdon Nursery School

Federated with Caversham and New Bridge Nursery Schools

Executive Head Teacher: Joanne Budge B.Ed, M.A.

Head of School: Charlotte Jennings BA(QTS)

"Start with the child and everything will follow"



November 2021

Dear Applicant

Thank you for the interest you have shown in the post advertised and joining us at Blagdon Nursery School.

Please find enclosed the following items:

- Making your Application
- Job Description and Person Specification
- Application Form DBS
- Documentation for DBS check
- Declaration of Convictions Form
- Declaration of Contents Form

When completing your application form please pay particular attention to the Person Specification, as criteria from this will be used at the shortlisting stage. You should be able to demonstrate on your application form that you meet both the Job Description and the Person Specification.

Please return forms to Blagdon Nursery School (not Reading Borough Council) via email:

admin@blagdonnursery.reading.sch.uk

Please do not enclose a CV - to conform with our Equal Opportunities Policy we only consider applications on our standard form. This is to ensure that we give all candidates fair treatment. In addition, to ensure equality, we will detach your personal details before selection takes place.

If you are successful at interview, the post you are applying for will require an Enhanced Disclosure. A Disclosure is a document containing information held by the Police and government departments. It can be used by employers and voluntary organizations to make safer recruitment decisions. Disclosures are provided by the Disclosure & Barring Service, an executive agency of the Home Office.

What happens next?

- A panel will select a shortlist, based on the information provided on your application form and any extra documents supporting.
- Shortlisted candidates will be invited for interview and advised of any special arrangements, tests or presentations for the interview. [Interviews to be confirmed](#)
- If you have not heard from us by the end of December, please assume you have been unsuccessful. If you would like feedback on why your application was unsuccessful please contact us.

References

It is the policy of Reading Borough Council to request references for all short listed candidates before the interview. One of your references must be your current or most recent employer. However because of the nature of the work we may wish to make further enquiries of previous employers, in addition to the two references given. No offer of employment will be made without the receipt of two satisfactory references and employment cannot commence without medical clearance and where applicable a Standard or Enhanced Disclosure from the DBS.

- ❖ **We like to request references via email, can you please ensure that you provide a clearly written email address for the person(s) you have asked to provide your reference, as well as their full name and address. Thank you**

Yours sincerely,

Mrs. Joanne Budge
Executive Head Teacher
REYS federation

Reading Early Years Schools federation (REYS) comprises of Blagdon Nursery School, New Bridge Nursery School and Caversham Nursery School.

Blagdon Nursery School is proud to be part of the Reading Early Years Schools Federation



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