



The Kennet
Federation

Katesgrove
Primary School



Silchester Road
Reading
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www.southcoteprimary.co.uk

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Reading
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01189375490
admin@katesgrove.reading.sch.uk
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Dear Applicant

Thank you for the interest you have shown in the vacancy at the Kennet Federation.

Please complete the standard Reading Borough Council application form, along with the declaration of convictions form and return it to us by the closing date on the advertisement in order for your application to be considered.

Please do not enclose a CV. To conform to our equal opportunities policy we only consider applications on our standard order form. This is to ensure that all candidates are treated fairly. In addition, your personal details will not be made available to the short listing panel.

If you are successful at interview, the post you are applying for will require a DBS Enhanced Disclosure. A disclosure is a document containing information held by the police and government departments. It can be used by employers and voluntary organisations to make safer recruitment decisions. Disclosures are provided by the Disclosure and Barring Service, an executive agency of the Home Office. Please see the guidance notes for further details.

Your completed application form should be returned, preferably by email to bursar@southcote.reading.sch.uk or posted to **Mrs L Rooney, Bursar, Southcote Primary School, Silchester Road, Reading, Berks, RG30 3EJ** in order to be considered.

Please look at our websites to find out more about us. We look forward to hearing from you.

Yours faithfully

L Telling

Mrs L Telling

Executive Headteacher