

Dear Applicant,

**Re: Post of Temporary Residential Child Care Officer – RCCO – fixed term to 31.3.2020**

Thank you for your enquiry regarding the above post.

Please find enclosed the following documents:

Application Form including guidance notes

Job Description

Personal Specification

For details of the school please visit [www.fountaindale.notts.sch.uk](http://www.fountaindale.notts.sch.uk)

Visits to the school are warmly welcomed, please contact Sallyann Hopes on 01623 792671 to arrange a convenient appointment.

**Closing date:** 3 April 2019. All completed applications should be emailed to [recruitment@fountaindale.notts.sch.uk](mailto:recruitment@fountaindale.notts.sch.uk) or posted to the School address no later than the closing date.

Thank you for applying for the above post and good luck with your application.

Yours sincerely,

School Admin Manager

## **Guidance notes for completing application forms**

These notes have been put together to help you complete your application form. Please read them carefully, along with any other information supplied, before you start.

Candidates will be short listed solely on the information supplied in the application form, measured against the person specification. Be clear that you can demonstrate that you meet the essential requirements of the person specification before proceeding.

Successful candidates must fully meet all the essential criteria e.g. qualifications, experience and any other requirements in relation to working with children and young people. If you are shortlisted the interview process will be designed to assess your ability to meet the essential requirements of the post (including suitability to work with children). For shortlisted candidates any discrepancy or anomalies in the information provided or issues arising from references will be followed up during the interview.