



March 2018

Dear Applicant

RE: Class Teacher September 2018

Thank you for your interest in the above post. This is an excellent opportunity to join the staff team of our popular and well established school. Cedars Primary enjoys an excellent reputation, has much strength and is a good school. We are committed to working towards our overall aim of ensuring that every child is happy, caring and successful.

Cedars Primary School serves the community of Newport Pagnell and its surrounding areas and is located in the heart of the town. The historic school building dates from the end of the nineteenth century but has been modernised and updated to meet the needs of a twenty first century school. There is an exceptionally strong sense of community at Cedars and we pride ourselves on our positive relationships – our very well behaved children really enjoy coming to our school and our highly committed staff really enjoy working here!

We are looking for a high quality teacher to join our team. The successful candidate will need to have excellent communication and interpersonal skills, high expectations and a real commitment to achieving the very highest of standards. Flexibility and the ability to work well with the rest of the staff team are equally important qualities.

Enclosed with this letter are:

- Application Form
- Guidelines to complete the application form
- Person Specification
- Job Description
- Cedars Core Values

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To apply for this post please complete the application form and enclose this with a letter of application. In your letter please include which particular skills and qualities you could bring to this post. Please send your application to Lisa Munday, Headteacher, Cedars Primary School, Bury Street, Newport Pagnell, Bucks, MK16 0DT.

The closing date for applications is **Thursday 15th March 2018 at 12 noon** and interviews will be held on **Tuesday 20th March 2018**. If you would like any further information please do not hesitate to contact me at the school. Visits to the school are welcomed and encouraged. I can be contacted at school on 01908 610561.

Thank you very much for your interest in this post and I look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink that reads "L. Munday". The signature is written in a cursive style with a small flourish at the end.

Lisa Munday
Headteacher
Cedars Primary School