



*'We want every child to be happy, caring and successful.'*

Oct 2024

Dear Applicant

**Re: Early Years Teacher (FTC Maternity Cover), January 2025**

Thank you for your interest in the above post. This is an excellent opportunity to join the staff team of our well-established and popular school. Cedars Primary and Nursery 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 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 outstandingly 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
- Job Description
- Person Specification

To apply for this post please complete the application form and enclose this with a letter of application (supporting statement - no more than 2 A4 Sides, minimum font size 11). In your letter, please include which particular skills and qualities you could bring to this post. Please send your application to Jo Goldsmith, Headteacher, Cedars Primary School, Bury Street, Newport Pagnell, Bucks, MK16 0DT.

The closing date for applications is **Monday 18<sup>th</sup> November 2024 at 9:00am**. If you would like any further information, please do not hesitate to speak with 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

Jo Goldsmith  
Headteacher  
Cedars Primary School