



## How to Apply

Please submit the application form accompanied by a letter of application (no more than 2 sides of A4) in which you should explain why you are applying for the job. Please indicate in this letter how you feel your experience, training and personal qualities match the requirements of the person specification.

Please do not hesitate to contact either **Mrs J Hopper, Heads PA** or **Mrs D Wilson, Heads PA** on Tel: **0191 456 6511** if you require any further information relating to the post. Applications to be returned to Mr. S Hignett by either email to: [recruitment@mortimer.school](mailto:recruitment@mortimer.school) or by hard copy to the address below:

Mr. Simon Hignett  
Headteacher  
Mortimer Community College  
Reading Road  
South Shields  
Tyne & Wear  
NE33 4UG

Closing date for receipt of applications for this post:

**12 noon – Friday 15<sup>th</sup> November 2024**

Mortimer Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.