



## Information for Applicants

Thank you for your interest in Throckley Primary School.

Please send any correspondence about the post to the following email address:  
[recruitment@throckleyprim.newcastle.sch.uk](mailto:recruitment@throckleyprim.newcastle.sch.uk).

- Monday 7<sup>th</sup> April 2025, 3.30pm – 4.15pm (virtual visit)
- Monday 7<sup>th</sup> April 2025, 4.30pm – 5.30pm (in person visit)
- Tuesday 8<sup>th</sup> April 2025 4.00pm – 5.00pm (in person visit)

If you would like to attend one of these visits, please email the recruitment address with your preferred time.

**Please note: We do not accept applications by email. All applications must be received via the electronic application on the DfE Teaching Vacancies website, or use the Word version of the application which is available from the school website and submit it via the Schools Northeast jobs portal, or by post or by hand delivery.**

Closing Date: Monday, 28th April 2025, at 9.30am

Shortlisting: Tuesday, 29th April 2025 (shortlisted candidates will be informed on this date)

Observations and tasks: Thursday 1<sup>st</sup> May 2025

Interviews: Friday, 2<sup>nd</sup> May 2025

You will be based at Throckley Primary School. At the request of the ONE Trust, you may be required to conduct your duties elsewhere to facilitate learning or social activities off the school premises. The Trust reserves the right to change your area of work, temporarily or otherwise, as may be required, subject to reasonable notice and prior consultation with you.

**This school is strongly committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the DBS and a range of other recruitment checks. In addition, for shortlisted candidates, the school will be carrying out an online search as part of our due diligence process. Please see the copy of our Safer Recruitment Policy and the copy of our Safeguarding and Child Protection Policy which are included with the application pack on our website.**

If you have any questions about the post, please email the Business Manager, Mrs Lee Comstock, using the Recruitment email address.