

Wednesday, October 7, 2026

Dear

Thank you for your interest in becoming a Midday Supervisor Assistant at Chapel Green School.

Please find enclosed an application form for the position, together with the Practical Guidance and Job Description for your information.

I would be grateful if you could complete and return the application form at your earliest convenience.

Due to an increase in pupil numbers, we are expanding our team of support staff. From September 2026, Chapel Green School will be a Complex Needs School supporting 201 pupils aged 3 to 19, with moderate, severe or profound learning difficulties. Every pupil has individual learning needs, and we believe that children learn best when they feel happy, safe, supported and engaged.

Our school provides a range of specialist facilities and equipment to support our pupils, including a hydrotherapy pool, multi-sensory rooms, specialist hoisting, standing, walking and seating equipment, as well as bespoke outdoor play facilities.

For further information about our school, please visit our website at [Chapel Green School](https://www.chapelgreenschool.org.uk). You can also find out more by visiting our Facebook page, 'Chapel Green School'.

Chapel Green School is fully committed to safeguarding and promoting the welfare of children. Therefore, any appointment will be subject to the following requirements:

- **Two written references**, commenting on your suitability to work with our pupils. One reference must be from your most recent or previous employer. We recommend obtaining references from two different settings, one of which may be a character reference.
- An **Enhanced DBS check**. Employees are responsible for maintaining their DBS Update Service membership throughout their employment at the school.
- **Evidence of relevant qualifications.**
- **Proof of identity.**

I hope you find the enclosed information helpful and informative. We look forward to receiving your completed application.

Yours sincerely

Mrs Sue Peacock
HR Officer

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Chapel Green School, Attleborough Road, Old Buckenham, NR17 1RF

Tel: 01953 453116 office@chapelgreen.norfolk.sch.uk www.chapelgreenschool.org.uk

