

Dear Applicant,

Thank you for your interest in registering with **KIRKLEES SUPPLY SERVICE (KSS)** in a leadership role. KSS has the support and backing of Kirklees schools, the Children and Families Service and teacher associations.

**There are 67,445 pupils attending 187 schools and academies in Kirklees.**

It is our collective responsibility to ensure that their aspirations, rights, and talents are acknowledged, nurtured, and celebrated. To ensure the future is in the strong and safe hands of our children and young people. They deserve nothing less than the best.

KSS believe every challenge presents an opportunity. Together we can make a difference to the lives of children, young people, and families of Kirklees.

For more information, please visit [Our Kirklees Futures](#).

Please find enclosed the recruitment pack containing:

- Job Description
- Person Specification
- Application Form

Please ensure your employment and education history is completed in full **from your 16<sup>th</sup> birthday** and the relevant information addresses the criteria outlined in the person specification.

A minimum of two references will be requested as part of the recruitment process and they will form part of the decision making. Your referees must be able to answer questions concerning your employment history and suitability for the post, which includes details of any investigations and/or disciplinary actions – this forms part of the requirements under *Safeguarding & Safer Recruitment in Education*. **Please DO NOT give the names of friends, family, or agencies.** You should also be aware that any references may be shared with Kirklees schools.

Please see the KSS website for full details of the KSS recruitment process.

Please return your completed form to [KSS@kirklees.gov.uk](mailto:KSS@kirklees.gov.uk) by **14 October 2022, at 12:00 PM**. Once all the necessary checks have been completed, you may be invited to interview. A disclosure of criminal background (DBS) check and *Safeguarding in Education* and *Prevent Duty* e-learning courses will need to be completed prior to interview.

KSS would like to take this opportunity to wish you every success with your application.

If you require any further information, please do not hesitate to contact us on 01484 225083 (Option 1).

Yours Sincerely,

*The KSS Team*

