

April 2018

Dear Applicant

Re: Key Stage Two Form Teacher (maternity cover)

Thank you for your enquiry for the above post of at The Queen's Lower School, Chester. Please find the following documents available to download from our website:

- Job Description and Further Information
- Person Specification
- Application Form
- Recruitment Policy, including our policy on the Recruitment of Ex-Offenders
- Safeguarding Policy

The completed application form and a letter of application, which should be no more than one side of A4, should be sent to recruitment@thequeensschool.co.uk or by post to the Head of Lower School, Mrs R H Cookson **by 12 noon on Monday 30th April 2018**. Please note that we do not accept CVs without our completed application form.

The post will involve working with children and all successful applicants will be subject to an Enhanced Disclosure and Barring check (DBS) before the appointment is confirmed.

Candidates who are short-listed for interview will be notified by **Wednesday 2nd May 2018** and interviews will be held in the **week commencing 8th May 2018**.

Should you be shortlisted for interview, you will have an interview with the Head of Lower School and other members of the senior leadership team. You will be required to teach a 25 minutes lesson. There will also be an opportunity to view the school and meet other members of the department at this time.

If you have not heard from us by 14th May 2018, please will you assume that your application has been not been successful in this instance. If this is the case, we wish you success in the future.

If you require any further information on this vacancy please do not hesitate to contact me at recruitment@thequeensschool.co.uk

Yours sincerely



Mrs Louise Rushforth
Finance and Human Resources Manager
The Queen's School, Chester