



## Application Process

1. Job Description, Person Specification and Application Form are all available from the school website
2. School website as a source of additional information
3. Applications (please ensure your application form and letter makes quite clear how you meet the criteria as set out in the person specification):
  - Wigan LA application form
  - Letter of application: 2 sides of A4 maximum (font size 10)
  - 1-page maximum (font size 10) detailing an initiative or strategy you have led in your current post that you feel has had a significant school impact; we will, as part of the reference process, ask for the opinion of your line manager relative to this strategy.
  - CVs will not be accepted

4. All completed applications, by post or e-mail, to be received by 3.15 pm on Thursday 9<sup>th</sup> November 2017  
e-mail address for all communications: [d.sutch@cansfield.wigan.sch.uk](mailto:d.sutch@cansfield.wigan.sch.uk)

Postal address: Cansfield High School

**F.A.O. Clerk to the Governors**

Old Road

Ashton in Makerfield

Wigan

WN4 9TP

5. Tours of school will be available at the following times: (please email in advance to book a place)

Thursday	19th October	9.30 am	Wednesday	1st November	9.30 am	1.45 pm
Friday	20th October	9.30 am	Thursday	2nd November	9.30 am	1.45 pm
Tuesday	31st October	9.30 am	Friday	3rd November	9.30 am	
			Tuesday	7th November	9.30 am	

6. Shortlisting will take place on Monday 13<sup>th</sup> and Tuesday 14<sup>th</sup> November 2017
7. Shortlisted candidates will be notified by Wednesday 15<sup>th</sup> November 2017 with details of the requirements for Day 1 of the interview. Please ensure we have the correct e-mail address for you.
8. Interviews to take place Monday 20<sup>th</sup> and Tuesday 21<sup>st</sup> November 2017.
9. Any queries or questions can be addressed in the first instance to [d.sutch@cansfield.wigan.sch.uk](mailto:d.sutch@cansfield.wigan.sch.uk) and we will respond as soon as possible.
10. Post to begin Easter 2018.