PROCEDURES FOR APPLICATION AND APPOINTMENT

Please refer to the information sheet enclosed in this pack, together with the application form.

Canvassing

Reference is made on the application form that you must disclose whether you are related to any senior officer in the Borough Council's service, to an elected or co-opted member of the Council or Education Committee or to a member of the Governing Body.

Visits to the School

Visits to the school are welcomed and encouraged and you are invited to contact Kereen Streete on 020 88302 3573 or email admin@dulverton.bexley.sch.uk to arrange a time.

Application Form

This is available in the pack or on-line if you prefer, through the Bexley website on www.bexley.gov.uk and should be completed in black ink or typed to facilitate photocopying. You are asked to tabulate your experience and additionally to submit a letter setting out the main points of your application. Your application will only be acknowledged if you send a stamped addressed envelope with the form.

Referees

Must be able to comment authoritatively on your personal and professional competence and must include your current employers or their authorised representative. **In order to speed up the application process please give email addresses of referees**.

Closing Date

12 noon on Friday 23rd February 2018. Application forms should be addressed to:

The Head Teacher
Dulverton School
Dulverton Road
New Eltham
LONDON
SE9 3RH

or emailed direct to admin@dulverton.bexley.sch.uk headed 'Business Manager application'

Interviews

Interview date: **To be confirmed (provisionally 6th March 2018)**
Please note short listed candidates only, will be contacted on this occasion.