

## **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](mailto: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](http://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 23<sup>rd</sup> 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](mailto:admin@dulverton.bexley.sch.uk) headed 'Business Manager application'

### **Interviews**

Interview date: **To be confirmed (provisionally 7<sup>th</sup> March 2018)**

Please note short listed candidates only, will be contacted on this occasion.