February 2018

Dear Colleague,

Thank you for expressing an interest in the vacancy within our school for a Deputy Head teacher. I hope you will visit us to gain an insight into our way of working, but in the meantime please refer to the information relating to our school and the advertised post:

* Application Form
* Job Description and Person Specification
* A location map

Please also visit our school website to find out more about our school, our curriculum and our vision and values: [www.gardensuburbinfant.co.uk](http://www.gardensuburbinfant.co.uk)

If you decide to make an application, please complete the enclosed form, attaching a personal statement outlining your training and experience relevant to the post.

The closing date for applications is 12 noon on Monday 12th March and we anticipate carrying out interviews during the week of 19th March. Full details will be sent to short listed applicants.

We would encourage you to visit the school before submitting your application; please telephone or e-mail the school office to make an appointment.

I very much look forward to having the opportunity of showing you our school and discussing this new opportunity with you.

With kind regards,

Sarah Sands

Headteacher