



NORTHGATE
High School

Application Procedure for the Appointment of Headteacher

Please note that your application form will be photocopied for distribution to the Governors' Selection Panel.

1. Please complete the application and equal opportunities monitoring forms, ensuring that all sections are filled.
2. In support of your application, please also submit a letter outlining how you meet the person specification, using no more than 2 sides of A4, font size 12 and in black ink. This needs to be addressed to the Chair of Governors, Mrs Jane Sheat. **CVs will not be accepted.**
3. Please send your application form and letter of application either by email or post to:

Mrs T Finch
Northgate High School
Sidegate Lane
Ipswich
IP4 3DL

TFinch@northgate.suffolk.sch.uk

The closing date for applications is **12 noon on Monday 11th June 2018**. All applications will be acknowledged by email.

The selection schedule will be as follows:

- **Friday 15th June** - Candidate short-listing
- **Monday 18th June** - Shortlisted candidates contacted by phone or email and references taken up
- **Thursday 21st June** - Selection process
- **Friday 22nd June** - Selection process including final interviews for successful candidates

You are welcome to visit the school. Please contact Mrs Trish Finch, the Headteacher's PA on 01473 210123 extension 201 or by email at TFinch@northgate.suffolk.sch.uk to arrange a visit or if you would like any further information.