**Re: Newly qualified teacher vacancy**

Dear Applicant,

I am delighted that you are considering applying for the position of Newly Qualified Class Teacher at Rushmore Primary School.

Please find enclosed:

- An application form

- A job description

- A person specification

If you have any questions regarding the position please contact the Senior Admin Officer, Sarah Osun by e-mail or phone on the number below.

The closing date for applications is 4.00pm on Tuesday 21st March 2017.

Interviews will take place the week beginning Monday 27th March 2017

We would also like to observe teaching as part of the final selection process.

I hope that you will be excited by the post and look forward to receiving your application.

Yours sincerely,

Jim O’Shea

Headteacher