

## Stormont School Information for Candidates



### Terms and Conditions:

This is a full time post. Commensurate with skills and experience, a competitive salary will be offered based on Stormont School's salary scale and contributions will be made to a pension scheme. The Deputy Head will be eligible for private medical insurance.

Holidays outside term-time are by arrangement with the Headmistress and the Deputy Head should expect to be available for some periods outside term-time.

Candidates are expected to live within reasonable distance of the school.

### The application process

If you would like to discuss the role, please contact the Headmistress, Mrs Sharon Martin, via the School Office.

In order to apply, please complete the School Application Form including the names of two referees with full contact details and email addresses. (Referees will not be contacted until after candidates are notified that they have been selected for interview). The Application Form is available on the school website: [www.stormontschool.org](http://www.stormontschool.org), or by emailing the HR Team at [hr@stormontschool.org](mailto:hr@stormontschool.org).

A letter of application of no more than two sides, stating why you are interested in the post and what relevant skills and experience you would bring to it, should accompany the application form. Please address the letter to the Headmistress.

The successful candidate will be asked to undertake identity and qualification checks which conform to the School's Safeguarding Policy. The offer of an appointment will also depend on satisfactory references and a medical check.

### Dates for the selection process

Closing date:

Thursday 25<sup>th</sup> January 2018

Candidates notified if selected for interview:

Friday 26<sup>th</sup> January 2018

1<sup>st</sup> stage interviews at the school:

week beginning 29<sup>th</sup> January 2018

2<sup>nd</sup> stage interviews at the school:

week beginning 5<sup>th</sup> February 2018