

November 2016

Dear Applicant

Thank you for your enquiry for the post of Key Stage 2 form teacher at The Queen's Lower School, Chester to cover a maternity leave. I am attaching details of the position.

The completed application form and a letter of application, which should be no more than one side of A4, should be sent to the Headmistress, Mrs E S Clark **by 12 noon on Thursday 8<sup>th</sup> December**. **Please note that we do not accept CVs without our completed application form.**

Candidates who are short-listed for interview will be notified by **Monday 12<sup>th</sup> December** and interviews will be held **on Wednesday 14<sup>th</sup> December**.

Should you be shortlisted for interview, you will have an interview with the Headmistress, the Head of Lower School and other members of the senior leadership team. You will be required to teach a 25 minutes lesson. There will also be an opportunity to view the school and meet other members of the department at this time.

If you have not heard from us by 12th December, please will you assume that your application has been not been successful in this instance. If this is the case, we wish you success in the future.

Yours sincerely



Mrs E S Clark  
Headmistress