

14th November 2017

Dear Applicant

Thank you for your interest in our advertised vacancy for a Head of Modern Foreign Languages.

Please find enclosed:

- Job Description
- Person Specification
- Explanatory notes about completing the form and the recruitment process
- Application form
- Safeguarding Policy

To be considered for the post, please return the completed application form to Mrs Andrea Warren no later than **4:00pm on Monday 27th November**. Interviews will be held during the week commencing Monday 4th December.

We look forward to receiving your application and, if you have any questions in the meantime, please do not hesitate to contact me.

With best wishes.

Yours sincerely

Andrea Warren
PA to Mr Richard Notman/HR Administrator
Headmaster

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