











**Application Process**

Please find attached:

• Job Description

• Person Specification

• School Information

• Letter from the Headteacher

• Safeguarding Children Statement

• Application Form (can be obtained electronically from the web-site)

Closing Date: Noon, Wednesday 7th December 2016

• Please complete your application on the attached application form. It may be hand- written or word processed.

• The application form will be used to assess your application against the Person

Specification.

• There is sufficient space on the form for you to detail your achievements and experience in relation to the Person Specification and Job Description. Please do not extend the length of the form unnecessarily.

• Please ensure that answers to questions are relevant and concise.

• Please do not reduce the font size to anything below ‘Arial 10’ as this will make the form difficult to read.

• Please do not enclose any CV or a letter of application. They will not be considered during the selection process.

• **No application form should be submitted electronically. Please print a hard copy, sign it and return it to school by the deadline.**

If you require any further information regarding the application process then please do not hesitate to contact me.

Many Thanks, Zoe Morris

Headteacher