**Recruitment of Head of Capella House School. The Application Process**

Thank you for your interest in this post. Please find the following documents included in the
recruitment pack:

* Person Specification and Job Description
* Application Form
* Recruitment monitoring Form (part of the application form)

There is additional information about our School on our website at
[www.capellahouse.org.uk](http://www.capellahouse.org.uk)

More information about the Auriga Academy Trust can be found at

<https://www.aurigaacademytrust.org.uk>

**Key Dates**

The closing date for applications is noon on Wednesday 28th January 2021.

Please send your completed application form by email to info@capellahouse.org.uk
*“For Attention of the CEO”*.

*Whenever possible, potential applicants to visit the school the current Government restrictions may prohibit this. If you would like to discuss the post with the CEO of the Auriga Academy Trust please contact him via to school to arrange a meeting.*

Shortlisting will take place on Friday 29th January 2021 and successful candidates will be informed on that day.

Interviews will take place on Thursday 4th February with final interviews for a smaller number of candidates taking place on the morning of Friday 5th February 2021.

References will be required prior to interview. Please ensure that you provide an email
address for your referees and ensure that they are expecting a request.

To apply please complete the application form provided ensuring that all sections are
completed. The personal statement, in addition to addressing the relevant parts of the
person specification, should also clearly state your attraction to working at Capella House.

Prior to being offered employment the successful candidate will be required to provide a DBS and medical clearance will need to be received.

Andy Whiteside

**Chair of Governors**

**Capella House**