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|  | Wandsworth Council Department of Children’s Services  Town Hall Wandsworth High Street  London SW18 2PU  Please ask for/reply to: Brittony Rellis  Telephone: 020 8871 8230  Fax: 020 8871 5806  Email: csschools@wandsworth.gov.uk  Web: www.wandsworth.gov.uk  Date: December 2017 |
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## Dear Candidate,

Thank you for your interest in applying for the position of Headteacher at Swaffield Primary School. You can find further information about the school and the post, including a job description and person specification, and apply online at <https://jobs.richmondandwandsworth.gov.uk/>

The first step in the selection process is your application. To get the most out of your application, please ensure you read through the person specification carefully and provide specific examples to demonstrate how you meet all the criteria.

We encourage you to visit our School to help you prepare for your application. You are assured of a warm welcome. Visits can be arranged by calling Charlotte Stone or Margaret Cox on 020 8874 2825. Visits to the school will take place from **3rd January 2018.**

The deadline for us to receive your completed application is midnight on **Monday 22nd January 2018.**

Shortlisting will take place on **25th January 2018.**

We like to visit shortlisted applicants at their current schools to answer any questions they may have prior to the interview and assessment. Visits to schools will take place from **29th January 2018 up to 6th February 2018.**

Successful applicants will be invited to an interview and assessment day on **7th February 2018.**

If you are unable to apply online, or have any special requirements to enable you to fully participate in the application and/or selection process, please contact me on 020 8871 8230 or by e-mail to [csschools@wandsworth.gov.uk](mailto:csschools@wandsworth.gov.uk) to receive an application pack or with enquiries regarding the application process. Please ensure you provide a contact telephone number where you can be contacted or where we can leave a message.

We look forward to receiving your application.

Yours sincerely

**Brittony Rellis**

**Human Resources Officer**