







March 2019

Dear Applicant

Further to your expression of interest, please find attached the following documents in connection with the position of Head of EAL at Bilton Grange.

-  A copy of the Advertisement
-  Briefing & Job Description
-  Child Protection Statement
-  Application & Recruitment Process Notes
-  Application Form
-  Equal Opportunities Monitoring Form

Please supply a letter of application detailing why you should be considered for this role along with a completed Application Form and Equal Opportunities Form. Your Application Form must include names, addresses, telephone numbers **and** email addresses of two referees.

Applications can be emailed to hmpa@biltongrange.co.uk or posted to:

Mrs Julie Campbell
Headmaster's PA
Bilton Grange School
Rugby Road
Dunchurch
Rugby
CV22 6QU

Applications will be considered as they are submitted.

Please note, Bilton Grange School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post. Any offer of appointment will be conditional upon a variety of pre-employment checks including checks with past employers, the Disclosure & Barring Service, satisfactory references and medical clearance. Safeguarding training will also need to be undertaken.

If you have any queries please do not hesitate to contact me.

Yours faithfully

Julie Campbell

Julie Campbell
Headmaster's PA
Encs.