



LONG CLOSE SCHOOL

Long Close School, Upton Court Road, Slough, Berkshire. SL3 7LU UK
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November 2019

Dear Applicant

Head of Nursery

Thank you for your interest in working at Long Close School.

I am pleased to enclose:

- An application form
- A job profile and person specification

Long Close School is a co-educational, independent school, providing education for pupils from 2-16 years. Consistent with our traditional values, classes are small, behavioural standards are exceptional, and pastoral care is second to none. We are very focused on high quality teaching and learning and expect all of our pupils to make exceptional progress.

Here at Long Close we place great value on our staff and are committed to the development of all. As a Cognita School, there are longer term career opportunities that exist in a company where our colleagues share ideas and practices from around the world. Cognita is an international family of over 70 schools in the UK, Europe, Latin America and Asia.

We are looking to appoint a Head of Nursery who will be responsible for ensuring that we provide the highest standard of physical, emotional, social and intellectual education for the children in our Nursery setting. The successful candidate will ideally have experience of the independent sector, strong interpersonal skills and a passion for early education.

To apply for this post, please complete the application form and a letter supporting your application. In your letter you should:

- State your reasons for applying for this post
- Outline the experiences that you believe have prepared you for this post
- Describe the skills and strengths that you will bring to the school.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form. Completed applications should be returned to Mrs Carolyn Andrews on carolyn.andrews@cognita.com

Closing date: 9 December 2019 at 09:00am.

Interviews to be held: Week commencing 9 December 2019

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Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Kam Nijjar', with a horizontal line extending to the right.

Kam Nijjar
Headteacher