



THE DEANERY

Church of England High School and Sixth Form College

How to apply

If you would like to apply for this position, you will need to complete an application form. Our application form is available online from our website. If you have any queries, please contact Mrs Wogan, Executive Assistant to the Headteacher, on 01942 597501.

Completing your application form

- Please read all the information provided before completing your application form
- Please complete your form electronically
- CVs are not accepted: we need information about all applicants to be presented in a consistent format so please use the application form on the school website
- Please complete all sections: do not leave any blanks; put N/A if not applicable and give as much information as you can
- Please continue on a separate sheet if you require more space to complete any section

Letter of application

Please include a letter of application addressed to the Headteacher outlining why you think you are suitable for the role (should not exceed 2 sides of A4, font Tahoma size 11.)

You should ensure that your letter of application covers the following:

1. Why you want to work at The Deanery
2. Your previous experiences
3. What positive impact you could have on The Deanery
4. Your personality and what makes you unique

References

All offers of employment are subject to the receipt of a minimum of 2 satisfactory references. One of your references must be from the Headteacher at your current school, or your most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative/friend.

Shortlisted applicants for posts are advised that references will be taken up prior to interview. Please note, unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

Online checks

The school will conduct an online check on all shortlisted candidates.

Submission of applications

Completed application forms should be returned by the closing date, with a separate letter of application addressed to the Headteacher.

Electronic application forms and letters of application should be emailed to swogant@deanery.wigan.sch.uk

Shortlisted candidates

Shortlisted candidates will be contacted to inform them of the next stages of the recruitment process and arrangements for interviews. If you have not heard from the school 7 days after the closing date you have not been shortlisted on this occasion.

Following the interview

The successful candidate will be contacted by telephone as soon as possible after the interview (usually within 2 working days). Candidates who have not been successful will also be contacted (usually within 2 working days) with details of how to contact the school if they would like feedback.