April 2021

Dear Applicant,

Thank you for your interest in the Post of Assistant Headteacher at Highshore School. Enclosed in the application pack you will find an application form, a job description and person specification, DBS declaration, GDPR information and job context sheet providing some general information about the school.

Please complete and return the application form with the completed DBS declaration form to Emma Marks, PA to the Headteacher.**emarks@highshore.southwark.sch.uk**

**Your referees must be able to provide references promptly as these must be provided prior to selection and interviews.**

When completing your application it is essential that you answer **each point in the** **person specification** (which may involve some repetition) for your application to be considered. **Do not submit a general curriculum vitae.**

Highshore School is committed to Southwark’s Safeguarding Policy and because of the nature of the posts, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with Departmental procedures in relation to criminal records checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the department to ascertain details from the Disclosure & Barring Service (previously CRB) regarding any convictions against them and, as appropriate, the nature of such convictions.

 I wish you luck with your application. Please get in touch if you’d like to know more about the post. You are strongly encouraged to visit us or to have a telephone conversation prior to submitting an application. Please contact me via email headteacher@highshore.southwark.sch.uk or ‘phone. You may also like to look at our website [www.highshore.southwark.sch.uk](http://www.highshore.sch.uk/)

The closing date is **Wednesday 28th April.** Interviews will be held on **Thursday 6th May.**

Yours sincerely

Eileen Ollieuz

Headteacher