



Wardour Catholic Primary School

Acting Headteacher: Mrs Emma Dixon

r.vaux@wardour.wilts.sch.uk



Wardour
Tisbury, Wiltshire
SP3 6RF
01747 870537

4th January 2019

Dear Colleague,

Thank you for the interest you have shown in the post of Headteacher of our school. We are seeking to appoint an experienced school leader to take on the headship of this successful voluntary aided rural school, starting in September 2019. You will find accompanying this letter an information pack, a headteacher's job description, a person specification, and an application form.

For more information about the school, please visit the school's website at:

<https://wardour-wilts.secure-dbprimary.com/wilts/primary/wardour>

Please note that the closing date for applications is 20th January 2019, and these should include a covering letter not to exceed two sides of A4 paper or 1300 words, and completed application and disclosure forms. You are also invited to complete a recruitment monitoring form. Applications may be delivered to the school, or may be sent by email to me at the address at the head of this letter, with a copy to our Wiltshire HR Officer at: james.stephens@wiltshire.gov.uk. The recruitment monitoring form should not be emailed, but should be sent to the school in a sealed envelope clearly marked "Confidential – F.A.O: Recruitment Monitor".

Interviews will take place on 12th February, and you should anticipate that your presence will be required at school for much of that day.

On behalf of the Governing Body of Wardour School, I look forward to receiving your completed application.

Yours sincerely,

A handwritten signature in blue ink that reads 'Robert Vaux'.

Robert Vaux
Chair of Governors