**Required from September 2017**

Applications

Applications will only be considered if they meet the following:

* Application forms should be completed in full.
* Letters should be word processed.

Letters should address the criteria identified in the person specification and be relevant to this school.

References

Employment references must:

* Include a written statement confirming the applicant’s suitability for the post.
* Confirm the applicant’s professional and personal knowledge, skills and abilities referred to in the Person Specification.
* Indicate that the applicant is highly recommended by current employer.

Please note that references will be requested and must be made available prior to the interview process (week beginning 3rd April 2017).