

Dear Applicant

**Post of Deputy Headteacher**

Thank you for your enquiry regarding the post of Deputy Headteacher at St Bede’s RCVA Primary School.

The latest version of the **CES Senior Leadership application form** can be downloaded from the website <http://www.cesew.org.uk/recruitment-process/item/1000042-application-forms> which I would ask you to complete and return to the Corporate Director, Children and Young People’s Services, School and Governor Support Service, County Hall, Durham, DH1 5UJ or email sgss.administration@durham.gov.uk by no later than **12 noon on Thursday 19 April 2018.**

Governors anticipate that a shortlist of candidates will be drawn up on Monday 23 April 2018 in order to enable interviews for the post to take place on Friday 4 May 2018. It is anticipated that the successful candidate will take up duty on 01 September 2018, or sooner, if possible.

I have also enclosed the following information which I hope you will find helpful.

• Job description

• Person specification and criteria for selection

• Job advert

• Safer Recruitment Statement

* Diocesan Briefing Note
* Diocesan Equal Opportunities Statement

Further information about the school is available on our website.

Visits to the school, by appointment, are warmly welcomed.

I thank you for your interest in the post and wish you well should you decide to proceed with your application.

Yours faithfully

Michael Fingleton

Chair of Governors

