

31 March 2017

### **Teacher of Maths**

Thank you for enquiring about our vacancy. I have enclosed some information you should find useful including a Job Description. We hope you will be interested in applying for this position. Please ring me at the school if you wish to speak to someone in more detail about the post.

When applying please:

- Include a short covering letter of no more than one side of A4 stating why you would like the position
- Complete the enclosed application form and personal specification form
- Provide the name, address, telephone number and email address of two referees

Please return the above by the closing date which is **9.00am on Monday 24 April 2017**, the interview date is to be confirmed. If you have not heard from us by the end of Wednesday 26 April, please assume that your application has not been successful on this occasion.

I look forward to receiving your application.

Yours sincerely

Elizabeth Hitch  
Headteacher

Encs