

5 April 2017

Teacher of Science

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

When applying please:

- Include a 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 marked for the attention of Sue Parsons, HR/Office Manager as soon as possible. The closing date for this position is 9.00am Monday 24 April 2017 and interviews will be held shortly afterwards. If you have not been contacted by the end of Wednesday 26 April 2017 please assume that your application has not been successful on this occasion.

We look forward to receiving your application.

Yours sincerely

Elizabeth Hitch
Headteacher

Encs