



Heron Way Primary School

HEADTEACHER: Mr James Crump

office@heronway.w-sussex.sch.uk

Dear Sir/Madam

Thank you for expressing an interest in applying for the position of Assistant Headteacher for Year 3 and 4.

I enclose an application form, job description and person specification. I should be grateful if you could return your completed application by Friday 11th April 2014.

The Governors would be grateful if you could enclose, with your application form, a letter focussing on the bullet points in the person specification and how you feel you meet those specific criteria. This does not need to be a lengthy document (two sides of A4 at the most), as these areas will be explored in greater detail at the interviews to be held on Thursday 24th April 2014 with the short listed candidates.

Should you wish to visit the school, please do not hesitate to contact us to make an appointment.

Yours faithfully

James Crump
(Headteacher)

