



# CHANTRY COMMUNITY PRIMARY SCHOOL

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Headteacher: Mrs Rebecca Reed BA (Hons) Ed



Artsmark  
Platinum Award  
Awarded by Arts  
Council England

25<sup>th</sup> January 2019

Dear Applicant,

## Class Teacher

Thank you for responding to our advertisement for the above position.

I enclose a recruitment pack containing an application form, job description and further details. Please read them carefully, as this will ensure that we receive all of the information that we need in order to consider your application fairly. I hope you find this information useful

As we cannot consider late applications will you please return your application form to us by the closing date on **Monday 25<sup>th</sup> February 2019 (by noon)**. We are unable to accept CVs in place of completed application forms unless you are a person with a disability and a CV is the most convenient method of application.

Short listing will be based on the extent to which your experience, qualifications and skills match the selection criteria listed in the person specification. Please complete the section on the application form marked Further Information as fully as possible, using it to show how your skills and experience match the selection criteria listed in the person specification. You may find it helpful to use headings. Do not leave out any relevant skills or experience gained outside full-time work; for example, you may have considerable responsibilities at home, socially or in the community.

Visits to the school by prior appointment are welcome. Interviews will be held on **Thursday 28<sup>th</sup> February 2019**.

We shall be letting you know the outcome of your application by e-mail/telephone as soon as we can. Thank you once again for the interest you have shown in the position.

Yours sincerely,

Becky Reed  
Headteacher