



## How to apply

Thank you for your interest in this exciting opportunity at Halsnead Primary School.

In order to apply please submit the following completed application forms:-

- Application form (including covering letter)
- Equal opportunities form

Please ensure that your application accounts for any gaps in your employment.

Please include the names and addresses of two professional referees (one of which must be your current employer). Referees will not be approached until the final stages of the process.

Completed applications should be returned by email to Trish Roberts, Company Secretary, The Heath Family (NW). Email: [troberts@theheathfamily.org.uk](mailto:troberts@theheathfamily.org.uk)

We will endeavour to acknowledge receipt of all applications within 24 hours. Should you fail to receive a confirmation, please call 0151 214 3445.

**Application closing date:** Monday 9<sup>th</sup> April, 12 noon

**Provisional interview date:** Thursday 19<sup>th</sup> April

If you have any questions regarding the role, or would like to arrange an informal conversation with David Donnelly (CEO), then please do not hesitate to get in touch by calling Trish Roberts on 0151 214 3445 or by emailing [troberts@theheathfamily.org.uk](mailto:troberts@theheathfamily.org.uk)