

A picture containing text, logo, flower, graphics

Description automatically generated

**How to Apply:**

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

To apply, please submit the a completed application form. A copy of the application form is provided in the link - [THFNW-Application-Form-September-2023.308061381.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.thfnw.uk%2Fattachments%2Fdownload.asp%3Ffile%3D212%26type%3Ddocx&wdOrigin=BROWSELINK)

**Key Dates –**

* **Application closing date: Friday 12th April 12:00 PM**
* **Shortlisting Date: Monday 15th April**
* **Interview Date: Thursday 18th April**

**Completed applications should be returned by email** [**recruitment@theheathfamily.org.uk**](mailto:recruitment@theheathfamily.org.uk)

*We will endeavour to acknowledge receipt of all applications within 24 hrs. Should you fail to receive a confirmation, please call 01928 716521.*

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

Please include the names and addresses of two professional referees (one of which must be your current employer). Referees will be approached if your make the shortlisting stage of the recruitment process.

Please contact Ms Faye Stevenson (School Finance Officer) on 0151 477 8130 or email [fstevenson@HPS.theheathfamily.org](mailto:fstevenson@HPS.theheathfamily.org) for extra information regarding the role.