

January 2025

Dear Candidate

We would like to thank you for your interest in the post of Assistant Headteacher at Leechpool Primary School. We are looking for an Assistant Headteacher with a proven record of quality first teaching and sustained school improvement, who can work closely with us to support the clear and strategic vision for our school. We are a school that loves to learn "breathing life into learning... to be the best we can be...". Our school is a very happy and inclusive place and is highly regarded in Horsham.

We are pleased to provide you with this information pack and an accompanying application form. In your covering letter of application, please address the person specification and provide evidence of impact from your current role and previous experience. Your letter should be no more than two sides of A4 when typed.

Please email applications to sbm@leechpool.w-sussex.sch.uk. Visits to the school are warmly encouraged. Please contact the school office on 01403 210233 or email office@leechpool.w-sussex.sch.uk to make an appointment, or if you need any support to enable you to participate in the recruitment process.

The closing date for applications is 24 January 2025 at noon and interviews will be held on week commencing 27 January 2025.

Leechpool Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will need to undertake a criminal record check via the DBS. They will also be required to sign a declaration form declaring that they are not disqualified from undertaking this work under the "Childcare (Disqualification) Regulations 2009".

References, one of which should be your current Headteacher, will be sought for candidates invited to interview. All applications will be treated in the strictest confidence. We look forward to meeting you and receiving your application.

Yours faithfully

Nicola Davenport

Nicola Davenport
Headteacher