May 2022

Dear Applicant,

Assistant Headteacher for Inclusion, Vacancy

Thank you for your interest in the position of Assistant Headteacher for Inclusion at our school. Attached to the advert you will find the following, which need to be downloaded:

* Job Description and Person Specification
* Application Form
* Lewisham safer recruitment form (*this must be completed and returned with your application form*)

Kilmorie Primary School is a large outstanding three form entry school, with a nursery provision that welcomes children as young as 2. The school is located in Forest Hill. Further to the departure of our SENCO the Governors are seeking to recruit an enthusiastic, adaptable and dedicated individual with a passion and desire to lead and further develop our Inclusion Team.

The deadline for applications to be received by the school office is Midday on **Monday 23rd May 2022**. Applications received after this time will not be eligible for consideration. You may post your application, hand deliver it to the school office or email it to [vacancies@Kilmorie.lewisham.sch.uk](mailto:vacancies@Kilmorie.lewisham.sch.uk). CVs will **not** be accepted.

If you have any queries or would like to visit the school, please contact the school office or email [vacancies@Kilmorie.lewisham.sch.uk](mailto:vacancies@Kilmorie.lewisham.sch.uk)

Interviews will be held **Wednesday 25th May 2022 & Thursday 26th May 2022**; unfortunately, if you have not received a response by this date, you should consider yourself unsuccessful on this occasion.

Please note: In the interests of safeguarding children, it is essential in your application that you account for any gaps in employment or training. This post is subject to an enhanced Disclosure Barring Service (formerly CRB) check and disqualification by association regulations under the Childcare Act 2009. Please ensure you address the person specification in your personal statement.

I look forward to receiving your completed application form and the Lewisham safer recruitment form.

Yours sincerely,

Julie Loffstadt

Headteacher