



MANOR DRIVE PRIMARY ACADEMY

ASSISTANT HEADTEACHER – MATERNITY COVER

HOW TO APPLY

Applicants are required to submit a letter of application and complete a Teacher Application Form.

When completing your application please note the following important points:

- i) Letters of application should be no more than 2 sides of A4.
- ii) Letters should outline clear educational philosophy and link it to the requirements of the post.
- iii) Letters should address the criteria identified in the person specification.
- iv) The application form must be completed clearly and in full, handwritten or typed is acceptable.
- v) We are unable to process any applications stating “see CV”.
- vi) The declaration on the application form must be signed.
- vii) Informal enquiries should be directed to Laura White, PA to the Headteacher, via email lwhite@manordriveprimary.org.uk
- viii) Completed applications must be emailed to lwhite@manordriveprimary.org.uk
- ix) Originals must also be posted to the following address:-

Ms E Marks
Headteacher
Manor Drive Primary Academy
Porter Avenue
Peterborough
PE4 7EP.

Please include reference ‘ASSISTANT HEADTEACHER on the top left of your envelope.

- x) **Closing Date for Applications: Noon on Monday 21 October 2024**
- xi) Please note that due to the high cost of postage we are unable to reply to all applicants.

The successful candidate will be expected to have good organisational skills, be competent in all areas of IT and most importantly be able to command the respect and co-operation of both adults and young people.

Manor Drive Primary Academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children, in line with Keeping Children Safe in Education statutory guidance for schools and colleges.