**SHORTLISTING AND INTERVIEWS**

**We ask applicants to note the following points before applying:**

**Visiting the school**

* We welcome visits to the school from prospective applicants to meet with our Headteacher please email [Lisa.Joynson@bevington.rbkc.sch.uk](mailto:Lisa.Joynson@bevington.rbkc.sch.uk)

**Applications**

* **The closing date for applications is Friday 27th January 2023**
* Applications will be shortlisted on receipt and arrangements will be made for interviews and selection of suitable candidates.

**To ease the short-listing process, we ask applicants to note the following:**

* Applicants **must complete** the application form;
* When writing the statement in support of your application, please ensure that you have addressed all the points in the Person Specification **in the order given.** You must clearly demonstrate how you meet each of these criteria. Please give personal examples of your experience and skills to support the points.
* It is important to remember that your application form and personal statement is the basis upon which you are selected for interview.
* Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.
* References: Provide **email addresses** and all **telephone contact numbers** for all referees we will need to make immediate contact after shortlisting.

**We look forward to hearing from you**