



**How to Apply**

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

To apply, please submit the following completed application forms:

* Application form

For this position you should submit a covering letter demonstrating and summarising experience and giving evidence or examples of your proven experience against the criteria listed in the person specification.

**Application closing date: 13th May 12:00 PM.**

**Completed applications should be returned by email** **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.

Applicants are warmly encouraged to visit our school. Please contact Mrs Libby Connor (Office Manager) on 01928 563 838 or email LConnor@PFP.theheathfamily.org to arrange an appointment.