



13 July 2023

Dear Applicant,

RE: DEPUTY HEAD TEACHER VACANCY – JUNIOR SCHOOL (Full-Time) – to start January 2024

Thank you for your interest in our vacancy.

Please find enclosed a Recruitment Pack, Privacy Notice and an Application Form.

Please complete the application form in full (CVs are not acceptable) ensuring you:

- Address the items on the person specification in your supporting statement
- Include a complete work/non-work history since leaving full-time education. (You must give dates and reasons for all periods when you were not working. This is a child safeguarding requirement and applications will be rejected if not all dates are accounted for)
- Supplied details of two referees (one who should be your current/most recent employer)
- Confirm you have Right to Work in the UK eligibility (or what support you would need to fulfil this)
- Confirm your availability to start on 02 Jan 2024 (or if not, what date you would be available).

Please return completed applications via eTeach (or via email: sbm@merrowfederation.school)

- **Closing Date: WEDNESDAY 04 OCTOBER 2023 (by 10am)**
- **Interview date: TUE 10 & WEDNESDAY 11 OCTOBER 2023**

Please note – we are a federation of two schools (one Infant and one Junior), located 5 mins walk apart with a Deputy appointed to each. This role is located at our Junior school but, as a member of SLT, the appointee may occasionally be required to attend the Infant site.

Please visit our website (<http://www.merrowfederation.school>) to obtain more information about our Ofsted inspections, governing body and general ethos of our schools.

Visits to the school (after 04 Sept 2023) are encouraged and can be organised via the Executive Head Teacher, Louisa Dormer (01483 598544 / ldormer@merrowfederation.school)

Merrow Schools Federation are committed to safeguarding and promoting the welfare of children and young people. It expects all staff and volunteers to share this commitment and the successful candidate will be required to undertake a Disclosure and Barring System check.

Yours sincerely

SANDRA MAY - School Business Manager

Merrow C of E Infant School
Kingfisher Drive, Guildford. GU4 7EA
infant@merrowfederation.school
01483 561501

Merrow Junior School (formerly Bushy Hill)
Sheeplands Avenue, Guildford, Surrey. GU1 2SG
junior@merrowfederation.school
01483 598544