



## ST. BERNARD'S ROMAN CATHOLIC PRIMARY SCHOOL

Wendover Drive, Ladybridge, Bolton. BL3 4RX  
01204 652147



### Required for September 2025 Deputy Headteacher

(Leadership Spine points L7 to 11 £57,831 to £63,815 per annum)

Dear applicant,

We would like to thank you for your expression of interest regarding the appointment of Deputy Headteacher at our school.

Due to the early retirement of our current Deputy Headteacher, of over 17 years of service to our St. Bernard's family and school community, we are seeking a highly motivated, enthusiastic successor, to work with our headteacher and staff to continue to drive our successful school forward in the best interests of the children and community that we serve.

Please read through the recruitment pack that we have included, so that you have a good understanding of our wonderful school.

We require an outstanding professional to join our dedicated team of staff who will put our children at the centre and Jesus at the heart of our school.

Visits to our school are encouraged and warmly welcomed. Please phone our school to arrange an individual appointment with Mrs Taylor, Headteacher, on 01204 652147.

Closing date for applications:	Monday 28 <sup>th</sup> April no later than 12pm
Shortlisting:	Wednesday 30 <sup>th</sup> April
Lesson visits:	Thursday 1 <sup>st</sup> May and Tuesday 6 <sup>th</sup> May
School based assessment activities and interview:	Wednesday 7 <sup>th</sup> May

*Please note the recruitment of shortlisted candidates can be ended after any part of the recruitment process.*

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. Online checks will be carried out for all shortlisted candidates and the successful candidate will be subject to an enhanced Disclosure and Barring Service check along with other relevant employment checks.

The successful candidate will be required to sign the Catholic Education Service contract of employment in order to maintain and promote the Catholic character of the school.

The CESEW leadership application forms and further details about this position are available to download from our school website by clicking on the Job Vacancy tab at the bottom of our home page

For information about the definition of a 'practising Catholic,' please refer to the Christ at the Centre document pages 26 – 30.

Please send your completed application and other forms to Kirstin Taylor, Headteacher, at [recruitment@st-bernards.bolton.sch.uk](mailto:recruitment@st-bernards.bolton.sch.uk).

We look forward to meeting you and receiving your application

Yours faithfully

**Clare Bailey**  
Chair of Governors

**Kirstin Taylor**  
Headteacher

*'A unique family in faith, love and learning'*