Dear Applicant,

**Post of Executive Headteacher: The Arun Villages Federation**

# Thank you for the interest you have expressed in the above post and the following documents are available on the West Sussex teaching jobs site https://www.westsussex.gov.uk/jobs/school-jobs/

* Overview of the federation, schools and the surrounding area
* Job Description
* Person Specification
* Application form

More information is available on the school websites <https://www.amberley.w-sussex.sch.uk> and

https://www.st-james-coldwaltham.w-sussex.sch.uk

In your letter of application, please address the person specification and provide **evidence of impact** from your current or previous roles under the headings: Qualifications, Experience, Skills and Knowledge and Personal Qualities.

Your letter should be no more than two sides of A4 when typed.

Visits to the schools are warmly encouraged. Please contact the School Business Manager at St James’ School to make an appointment - recruitment@arunvillagesfederation.com

The closing date for applications is 29th January 2021 at 18:00 and interviews will be held on 23rd and 24th February 2021.

Please email your completed application to Headteacher Recruitment at [HRSchoolAdverts@westsussex.gov.uk](mailto:HRSchoolAdverts@westsussex.gov.uk) quoting reference number 16368

This federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. There will be a need for the successful applicant to undertake a criminal record check via the DBS.

References, one of which should be your Chair of Governors/Headteacher and the other your local authority, may be sought as soon as applications are received. All applications will, of course, be treated with the strictest confidence.

Please let me know if you need any support to enable you to participate in the recruitment process by emailing [recruitment@arunvillagesfederation.com](mailto:recruitment@arunvillagesfederation.com)

I look forward to receiving your application.

Yours sincerely,

Ray Jackson

Chair of Governors

Arun Villages Federation