



Phoenix Primary School  
Birchfield Road  
Liverpool L7 9LY  
Telephone: 0151 228 3831  
Fax: 0151 475 2705

Dear Applicant,

Many thanks for your interest in the role of Headteacher at Phoenix Primary School. Due to the retirement of our current Headteacher, the Governing Body wishes to recruit a skilled, inspirational and passionate leader to start in post on 1<sup>st</sup> September 2023.

Our school is filled with delightful and enthusiastic children, and their families, who enjoy learning and are involved in a wide range of activities provided by the school. We are proud to have maintained 'Good' in our most recent Ofsted inspection. Phoenix Primary School has benefitted from the excellent leadership of our Headteacher, who has been very ably supported by an experienced, committed, creative and child-centred staff team.

We look forward to working with a similarly motivated and dedicated new Headteacher, who will build on the strong foundations already created, and share our vision that even more can be achieved by our pupils.

We would like to invite you to visit the school before the interview dates so that you can see the school in action, the facilities we have and the education we provide. Visits to the school will be held on **the afternoon of Wednesday 8<sup>th</sup> February and Thursday 9<sup>th</sup> February in the morning.**

Please contact the Business Manager, Victoria Geraghty at [v.geraghty@phoenixprimaryschool.co.uk](mailto:v.geraghty@phoenixprimaryschool.co.uk) to arrange your visit.

- The closing date for applications is by the closure of business on Thursday 23<sup>rd</sup> February 2023
- Shortlisting of candidates for interview will take place on Thursday 2<sup>nd</sup> March 2023.
- Interviews will be held on Thursday 9<sup>th</sup> and Friday 10<sup>th</sup> March 2023.
- The application form must be fully completed and legible. The supporting statement should be no more than 2 A4 pages (font size 11 minimum) and should be clear, concise and related to the post and setting applied for.
- Please download documents from our school website.
- Completed applications should be marked for the attention of Victoria Geraghty or preferably emailed directly to [v.geraghty@phoenixprimaryschool.co.uk](mailto:v.geraghty@phoenixprimaryschool.co.uk)





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- Please be aware, the appointment panel reserves the right not to invite all candidates to day 2 of the process.

I would like to thank you again for your interest in the post. I wish you well with your application.

Kind regards,

*P.A. Daniels*

Phil Daniels  
Chair of Governors

