



The Governors of St. Joseph's Catholic Primary School



Tel: 01372 727850

email: info@stjosephs-epsom.surrey.sch.uk
website: www.stjosephs-epsom.surrey.sch.uk

Headteacher:
Theresa Kenefick

Rosebank, West Street,
Epsom, Surrey KT18 7RT

May 2024

Dear potential applicant

Thank you for showing interest in our vacancy for a headteacher from January 2025. Our highly successful and long serving headteacher will be retiring at the end of 2024, leaving a wonderful legacy for her successor and an exciting opportunity for a passionate leader to make their mark.

St Joseph's is an outstanding two-form entry Catholic primary school located in the thriving town of Epsom, surrounded by the Surrey countryside yet within easy reach of London. We have a very close relationship with our large parish; the church was relocated right next to the school in 2001.

The best way to discover if St Joseph's is the right school for you would be to visit and you are warmly invited to do so (although such visits form no part of the application process). You will also gain excellent insights into our school from our website (address above) and from our most recent Ofsted inspection report (December 2023). This confirmed that the school is outstanding and one in which 'every pupil has the chance to flourish'. We were also graded outstanding in our most recent Catholic Schools Inspection in November 2018. We expect to maintain this grade in our anticipated inspection next term. The Catholicity of the school genuinely underpins and informs all that we do.

We recognise that nurturing and developing our staff is the most important way in which we maintain and improve our standards of educational excellence. Accordingly, we would strive to provide our new headteacher with the highest quality induction and on-going support, using a programme designed to meet the individual needs and aspirations of the appointed person.

If you have any questions or would like to arrange a visit, please contact Andrea Cooke, the school business manager (01932 501590 or htappointment@stjosephs-epsom.surrey.sch.uk). You are also welcome to email me using the address below.

I am sure that you will enjoy learning more about our school and I hope to meet you soon.

Your sincerely

Chris Donovan
Chair of Governors
chair@stjosephs-epsom.surrey.sch.uk



Guide to the application pack

The pack includes a **job description** and a **person specification**. The appointment panel will use the person specification when shortlisting, so please bear this in mind when completing the application form.

We will only accept applications using the **CES application form** for senior leaders. You may be able to complete this online if you apply via Eteach. Alternatively, you can email completed applications to htappointment@stjosephs-epsom.surrey.sch.uk. In all cases, the closing date is noon on Monday 3 June 2024. Interviews take place on Tuesday 18 and Wednesday 19 June 2024.

You will also need to complete and return the **consent to obtain references form** and, if you are happy to do so, the **recruitment monitoring form**. Should you be shortlisted, you will need to bring the completed **Rehabilitation of Offenders Act 1974 - Disclosure form** to interview.

The pack also includes a **model CES contract**, similar to the one you will be asked to sign if appointed. Please read this carefully and sign the related **applicants declaration - CES contract**, asking any questions as needed.

There are helpful **notes for applicants about CES forms**, which will guide you through the process of completing the application form.

As you know, this is a 'reserved' post, meaning that we will only shortlist candidates who are practising Catholics. The **notes on religious practice and marital status** explain exactly what this means.