



Upperthong Application & Interview Process

Timeline

Friday 20th February – Advertisement Released

Friday 27th February (1.30pm) – Opportunity to Visit School and meet the current Head Teacher & Chair of Governors

Monday 2nd March (2.30pm) – Opportunity to Visit School and meet the current Head Teacher & Chair of Governors

Wednesday 4th March (9.30am) – Opportunity to Visit School and meet the current Head Teacher & Chair of Governors

Monday 9th March (12 midday) – Closing date for applications, please note any applications after this time will not be considered.

Tuesday 10th March (5.30pm) – Shortlisting

Wednesday 11th March – Shortlisted candidates will be contacted to be invited to interview. Unsuccessful candidates will also be contacted and offered feedback if so desired.

Thursday 19th March – Interview Day 1 at school. Timings will be confirmed on invite to interview. The school reserves the right to reduce the number of candidates at the end of Day 1. Any unsuccessful candidates will be offered feedback.

Candidates going forward to Day 2 will be given a short presentation to prepare for the selection panel based on their experience of the school to date.

Friday 20th March – Interview Day 2 at school – Presentation and Formal Interview.

Friday 20th March – Governor Ratification Meeting and offer of post to the successful candidate. Unsuccessful candidates will be offered feedback.

Any appointment will be subject to health checks, DBS checks and suitable references.

Please contact the school to arrange an visit at office@upperthongschool.co.uk or by ringing 01484 683176.

Please note that all applications should be sent to office@upperthongschool.co.uk