



## Upperthong Application & Interview Process

### Timeline

**Friday 20<sup>th</sup> February** – Advertisement Released

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

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

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

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

**Tuesday 10<sup>th</sup> March (5.30pm)** – Shortlisting

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

**Thursday 19<sup>th</sup> 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 20<sup>th</sup> March – Interview Day 2 at school** – Presentation and Formal Interview.

**Friday 20<sup>th</sup> 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](mailto:office@upperthongschool.co.uk) or by ringing 01484 683176.

Please note that all applications should be sent to [office@upperthongschool.co.uk](mailto:office@upperthongschool.co.uk)