



Bayford (C of E) Primary School and Nursery

Ashdene Road, Bayford, Nr. Hertford, Herts., SG13 8PX

Website: www.bayford.herts.sch.uk

Email: admin@bayford.herts.sch.uk



Headteacher
Mr J Preston

Fax
01992 511633

Telephone
01992 511259

Dear Prospective Applicant

WELCOME LETTER FROM THE CHAIR OF GOVERNORS - HEADTEACHER AT BAYFORD

Thank you so much for your interest in the opportunity to be Headteacher at our school.

Based in the beautiful village of Bayford, we feel that our school benefits from a supportive community and will provide the successful applicant with a great chance to lead a small school that is keen to build on current achievements and work hard to progress further.

In the attached documents you will find information about us and also instructions on how to apply. The person specification is a useful guide to the criteria the selection panel will use in the selection process. If you would like to include a covering letter to support your application, please do so. When completing the application form, please follow the guidelines at the bottom of this letter.

Should you wish to visit our school to experience the environment prior to applying, we will be proud to show you around. We appreciate the job is open over the Easter holidays but do please proceed with your preparing your application. As soon as we are back on Tuesday 23rd April please call Jan Sims in the school office between 8:30am and 4pm to arrange a time to visit on 01992 511259.

Important dates:

Advert closes: **Monday 29th April 2019 at 9am**

Shortlisting: **Wednesday 1st May 2019**

Interview: **Thursday 9th May 2019**

We look forward to hearing from you.

Yours faithfully

Brenda Lambie

Brenda Lambie
Acting Chair of Governors

*****See below for specific application instructions**



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Application instructions

- Please complete the interactive PDF application form uploaded to this advert and send to leadership.recruitment@hertsforlearning.co.uk
- Alternatively apply on Teach in Herts using the online application form (please register on Teach in Herts first to access this) www.teachinherts.com
- CVs will not be accepted
- If you would like to attach a supporting letter if you choose to write one it should be no more than 2 sides of Arial Font Size 11
- ***Please ensure that you provide evidence relating to the person specification. A candidate will only be considered for shortlisting and move forward for the subsequent person specification sections if they meet the first 7 areas within the person specification criteria grid.***
- ***It is important to provide examples using the STAR acronym (situation, task, action, result/impact) relating to the person specification criteria. This will be evidenced via Application (A), Interview (I) and/or References (R)***

Whatever method of application you choose, please ensure that it arrives by 9am on Monday 29 April 2019. Late applications will not be considered.