



Wivelsfield Primary School
South Road, Wivelsfield Green, RH17 7QN
Telephone: 01444 471393
office@wivelsfield.e-sussex.sch.uk
www.wivelsfield.org
Headteacher: Mrs H Smith BA Hons NPQH

Deputy Headteacher Vacancy

Thank you for expressing interest in our school. Wivelsfield is a school with an excellent reputation, we are oversubscribed each year and as you may expect this means the parent group is engaged and ambitious for the school. We also play a large part in the wider village community and the staff and children are involved in events during the year.

As Governors we are very proud of the school and the team which has developed very quickly under the leadership of the Headteacher over the past few years as seen in the way they have accommodated the growth provided by the capacity of the new building and the operational resilience which was visible in the way they coped with the challenges of the pandemic.

We are recruiting for a strong and ambitious person with leadership qualities to be the Deputy Head - we see the next years as an opportunity to further develop the school, consolidate its excellent reputation and create additional leadership resilience.

You will need the following to complete the application form which can be downloaded from the website. Other documents you will need to refer to are also there:

- Job Description
- Person Specification

Please ensure that in your application you address the person specification requirements. There is no need to use all the areas as subheadings if you prefer not to.

The closing date for applications is **5.00pm Monday 12th April** and we will notify candidates who are shortlisted by phone or email on **Friday 16th April**.

Interviews are scheduled to take place on **Friday 30th April**.
We will observe teaching at Wivelsfield on the day of your Interview.

Along with a teaching observation, the interview day will include a formal interview, a short task and a presentation to the panel.

You will need to bring original certificates to provide proof of any relevant qualifications and professional membership or registration, as well as some form of photo ID and evidence that you are entitled to live and work in the UK.

Further information about the school is available on the school website. Please feel free contact the headteacher or the school office if you have any queries.

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'R J Milton', with a stylized flourish at the end.

Rob Milton
Chair of Governors