



## Wandsworth Council

Children's Services Department  
Town Hall, Wandsworth High Street  
London SW18 2PU

Please ask for/reply to: Alison Duke

Telephone: 020 8871 5471

Fax: 020 8871 5806

Email:

[csschools@richmondandwandsworth.gov.uk](mailto:csschools@richmondandwandsworth.gov.uk)

Web: [www.wandsworth.gov.uk](http://www.wandsworth.gov.uk)

Date: 29 November 2019

Dear Applicant,

Thank you for your interest in applying for the position of Headteacher at Hotham Primary School. You can find further information about the school and the post, including a job description and person specification, and apply online at <https://jobs.richmondandwandsworth.gov.uk/>.

The first step in the selection process is your application. To get the most out of your application, please ensure you read through the person specification carefully and provide specific examples to demonstrate how you meet all the criteria. Other criteria will be assessed elsewhere in the selection process.

We encourage you to visit Hotham School to help you prepare for your application. You are assured of a warm welcome. Visits can be arranged by calling the school office on 020 8788 6468 or by email at [cburton@hotham.wandsworth.sch.uk](mailto:cburton@hotham.wandsworth.sch.uk). Visits to the school will take place between Monday 2 December 2019 and Friday 10 January 2020.

The deadline for us to receive your completed application is midnight on **Sunday 12 January 2020**.

Shortlisting will take place on **Thursday 16 January 2020**.

We like to visit shortlisted applicants at their current schools to answer any questions they may have prior to the interview and assessment. Visits to schools will take place between **20 January** and **24 January 2020**.

Successful applicants will be invited to an interview and assessment day on **Monday 27 January 2020**.

If you are unable to apply online, or have any special requirements to enable you to fully participate in the application and/or selection process, please contact me on 020 8871 5471 or by e-mail to [csschools@richmondandwandsworth.gov.uk](mailto:csschools@richmondandwandsworth.gov.uk) to receive an application pack or with enquiries regarding the application process. Please ensure you provide a contact telephone number where you can be contacted or where we can leave a message.

We look forward to receiving your application.

Yours faithfully,

*Alison Duke*

Alison Duke  
**Senior Human Resources Officer**

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**Director of Children's Services: Ana Popovici**

Assistant Director (Education, Standards & Inclusion): Kate Bond