30th January 2020

Dear Applicant

Thank you for your interest in applying for the position of Headteacher at Paxton Academy Sports and Science. You can find further information about the school and the post, including a job description and person specification, and apply online at [www.wandlelearningtrust.org.uk](http://www.wandlelearningtrust.org.uk).

The first step in the selection process is your application. To get the most out of your application, please visit the Trust website [www.wandlelearningtrust.org.uk](http://www.wandlelearningtrust.org.uk) and 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 Paxton Academy Sports and Science to help you prepare for your application. You are assured of a warm welcome. If you would like an informal chat or to arrange a visit call me on 07858 139101, or email recruitment@wandlelearningtrust.org.uk . Visits to the school will take place between Monday 3rd and Friday 14th February 2020.

The deadline for us to receive your completed application is midnight on Sunday 16th February 2020. Shortlisting will take place week commencing 17th February 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 on either Monday 24th or Tuesday 25th February 2020.

Successful applicants will be invited to an interview and the selection process will take place on Wednesday 26th and Thursday 27th February 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 either contact me on 07858 139101 or by e-mail to recruitment@wandlelearningtrust.org.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



Mark Siswick

**Executive Headteacher**