**ROSEBERRY PRIMARY & NURSERY SCHOOL**



Newfield

Chester-le-Street

County Durham, DH2 1NP

Tel: 0191 3700182

E-mail: roseberry.primary@durhamlearning.net

School Website: www.peltonroseberry.durham.sch.uk

Headteacher: Mrs E. Dunn B.A (Hons) QTS.

Dear Applicant

**Post of Deputy Headteacher**

I have pleasure in enclosing a standard application form which I would ask you to complete and return to the Corporate Director, Children and Young People’s Services, Education Durham – Governance Services, County Hall, Durham, DH1 5UJ by email [EDGS.Administration@durham.gov.uk](mailto:EDGS.Administration@durham.gov.uk) by no later than 11.59pm on Sunday 16 May 2021.

Governors anticipate that a shortlist of candidates will be drawn up on 20 May 2021 in order to enable interviews for the post to take place on 27 May 2021. It is anticipated that the successful candidate will take up duty on 1 September 2021.

Visits to the school may be possible if they are undertaken in line with the requirements of our Covid19 Risk Assessment. Please contact the school to discuss this.

For a discussion about the post, please contact Mrs E Dunn, Headteacher.

It is expected that the Headteacher will request to observe a lesson in the classroom of short-listed candidates during the week beginning 24th May. These visits will be undertaken in line with school’s Covid-19 Risk Assessments.

I have also enclosed the following information which I hope you will find helpful.

• Job description

• Person specification and criteria for selection

• Job advert

Further information about the school is available on our website.

I thank you for your interest in the post and wish you well should you decide to proceed with your application.

Yours faithfully

Mrs E Holmes

Chair of Governors