

## **PENRUDDOCK SCHOOL**

### **EXECUTIVE HEADTEACHER APPLICATION PROCESS**

Applications should be completed on the Westmorland & Furness Application form together with a covering letter detailing why you wish to apply for the position.

The covering letter must:

- Include “confirmation that you have permission from your governing body to apply for the position”.
- be no more than two sides A4 with text no smaller than Arial size 11
- Be address to the chair of governors.

CVs will not be accepted.

The deadline for applications is 9am on Friday 16 May 2025.

Only shortlisted candidates will be contacted and this will be before Friday 23 May 2025 at 5pm.

Shortlisted candidates will be invited to meet with the governors in the week commencing 2 June 2025. They may also be required to prepare a short presentation and the full details of this will be provided when they are contacted to confirm shortlisting.

#### **Commitment to safeguarding**

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff, volunteers and trustees to share this commitment.

Our recruitment process follows the keeping children safe in education guidance.

Offers of employment may be subject to the following checks (where relevant):

- childcare disqualification
- Disclosure and Barring Service (DBS)
- Medical
- online and social media
- prohibition from teaching
- right to work
- satisfactory references
- suitability to work with children

You must tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.