



Tel: 01482 854632

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Email: recruitment@vennacademytrust.org

Date: 20th November 2017

Dear Candidate

**Post: Head of School
Bridgeview and Whitehouse Academies**

Thank you for showing an interest in the above vacancy. We are really pleased that you are interested in applying for this position at such an exciting time in the Trust's growth.

Enclosed/attached are the following additional documents with further information and details about the role:

- Job Description & Person Specification
- Application form (CV's are not accepted)
- Venn Prospectus

The person specification shows the essential skills, knowledge and experience we are looking for and these will be assessed by either your application form and/or, interview/references. Only those candidates who meet the essential criteria identified from the application form will be shortlisted for interview.

I must also draw to your attention that the Trust is committed to safeguarding and promoting the welfare of children and therefore in the event of you being shortlisted, your suitability to work with children will be assessed at interview and in your pre-employment checks.

I hope that you will wish to continue with the application process by forwarding your completed application form by email to recruitment@vennacademytrust.org.

For an informal discussion regarding this post or to arrange a visit, please contact 01482 303300.

I look forward to hearing from you in the very near future.

Yours sincerely

Simon Witham
Chief Executive Officer
Venn Academy Trust