



## Deanery C.E. Primary School

(Academy Status)

Fox Hollies Road, Walmley, Sutton Coldfield, B76 2RD

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[www.deanery.bham.sch.uk](http://www.deanery.bham.sch.uk)

Head Teacher: Mrs Jayne Lockett

December 2019

Dear Applicant

### **PA to Head Teacher/Office Manager/Clerk to Governing Body**

Thank you for your enquiry regarding the above post. Please find enclosed the application form, job description, person specification and ethos and values of the school, privacy statement and policy statement on the recruitment of ex-offenders. More information regarding the school can be viewed on our school website [www.deanery.bham.sch.uk](http://www.deanery.bham.sch.uk).

The closing date for receipt of applications is Friday 6 December at 4.00pm.

Short-listed candidates will have two references requested prior to interview.

*"This school and the Governing Body are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service check is required for this post prior to commencement".*

Yours sincerely

A handwritten signature in cursive script that reads "JP Lockett".

Jayne Lockett (Mrs)  
Head Teacher