



CANBURY SCHOOL

Kingston Hill, Kingston-upon-Thames, Surrey, KT2 7LN
Telephone: 020 8549 8622 Fax: 020 8974 6018
Email: reception@canburyschool.co.uk
Headmistress: Ms L Clancy

30 October 2020

Dear Applicant

Head of Canbury School

Thank you for your interest in this key position. I hope that the candidate information, job description and person specification plus the details on our school website (www.canburyschool.co.uk) will provide you with the information you need about our school and the role to make an informed decision as to whether the position of Head of Canbury School is a good match for your skills, experience and aspirations.

Tours of the School with the current Head are welcomed and suitable social distancing measures will be in place. If you would like to make an appointment or to discuss the role prior to application, please contact the Head's PA on 020 8549 8622. Please note that all shortlisted candidates will be given a tour of the School as part of the interview. Should you require any further information or have any questions, please telephone the Bursar on 020 8549 8622. Longlisted candidates will be contacted by 18 November and remote longlist interviews will be held on 23 November.

A minimum of two references will be required which should be professional references from your current and previous Head or Chair of Governors. All references for shortlisted candidates will be taken up prior to interview.

Any offer made will be subject to satisfactory medical and enhanced DBS check, satisfactory references and all standard Department for Education checks.

Please submit your application form and supporting letter of application to me at bursar@canburyschool.co.uk by 16 November 2020.

Thank you for considering the role. I look forward to hearing from you.

Yours sincerely

Mary Harknett
Chair of Governors