



Hollyfast Primary School
Hollyfast Road
Coundon
Coventry
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June 2021

Dear Candidate

Head Teacher

Required for January 2022

Thank you for considering the post of Head Teacher at Hollyfast Primary School.

We have pleasure in inviting you to view the additional information provided with this advert:

- Letter from the Chair of Governors
- Head Teacher Application Form
- Head Teacher Job Description
- Head Teacher Job Specification
- Staffing Structure
- Staffing Organisation Model

These will provide you with some information for your consideration; this can be supplemented by visiting our school website www.hollyfast.com and where the School Prospectus is located. *Please note: the School Prospectus indicates what is usually in place - certain protocols have been adjusted due to Covid-19 and our Covid-19 Risk Assessment and Safe Working in Schools applies.*

The closing date for applications is 4pm Wednesday 7th July 2021 and we have provisionally booked interviews for Thursday 15th and Friday 16th July 2021.

Visits to the school are encouraged and warmly welcomed, so please call 02476332521 and our administrative team will be happy to arrange a mutually convenient time and date for you to visit us. Covid measures in place will apply and the admin team will explain these to you. If you have any questions or require any further assistance, please do not hesitate to contact us.

May I once again take this opportunity to thank you for considering the post and we look forward to receiving your application.

Yours faithfully

Steven Thomas
Chair of Governors

