



**Highams Park**  
*Academy Trust*

## **Appointment of Principal at Highams Park School**

### **Information for Candidates**

Please note that your application will be photocopied for distribution to the Trustees' Selection Panel and ASCL Consultant. Clarity is, therefore, of the essence.

The application process requires you to complete the following two tasks:

- 1. Complete the application form, ensuring that all boxes are completed.**
- 2. With reference to the application form and the request for an accompanying statement, please can you also include an explanation of "what has motivated you to apply for the position as Principal at Highams Park School and Academy Trust and why you feel you are best placed to lead and serve the school and its local community."**

By completing the application process as requested, you will assist the Trustees in shortlisting, so they can clearly determine whether you meet their requirements. Trustees are absolutely committed to ensuring this recruitment process is fair and transparent.

Please note CVs and other forms are not acceptable. Highams Park School and Academy Trust is totally committed to safeguarding children. Successful candidates will undergo an enhanced DBS check and prudent checks will be made of references and employment history.

Your completed application form and letter should be returned to the PA to the Principal, Mrs Gina Deen at [gdeen@highamsparkschool.co.uk](mailto:gdeen@highamsparkschool.co.uk) no later than **Monday, 4<sup>th</sup> July 2022 at 4pm**. If appointed a hard copy of your application will also be required.

All applications will be acknowledged on receipt.

The schedule will be as follows:

Shortlisting will be completed on **Thursday 7<sup>th</sup> July 2022**

Interviews will take place on **Tuesday, 12<sup>th</sup> July 2022 and Wednesday, 13<sup>th</sup> July 2022**

All applicants will be contacted following the completion of the shortlisting process.

If you wish to have a confidential conversation with Maureen Johnson, ASCL Consultant, prior to submitting your application please email [maureen.johnson@ascl.org.uk](mailto:maureen.johnson@ascl.org.uk). Maureen is available to respond between 13<sup>th</sup> June and 26<sup>th</sup> June 2022. Otherwise, if you wish to visit Highams Park or have any questions please do not hesitate to contact the PA to the Principal, Mrs Gina Deen on her direct line nr 0208 501 9434 or via her email.