



Wandsworth Council

Children's Services Department
Town Hall, Wandsworth High Street
London SW18 2PU

Please ask for/reply to: Lesley Lynch
Telephone: 020 8871 8273

Email: csschools@richmondandwandsworth.gov.uk

Web: www.wandsworth.gov.uk

Date: 6 January 2025

Dear Applicant,

Thank you for your interest in applying for the position of Headteacher at St Anselm's Catholic Primary School. You can find further information about the school and the post, including a job description and person specification, and apply online at <https://jobs.richmondandwandsworth.gov.uk/>.

The first step in the selection process is your application. To get the most out of your application, please ensure you read through the person specification carefully and provide specific examples to demonstrate how you meet all the criteria. Other criteria will be assessed elsewhere in the selection process.

We encourage you to visit the School to help you prepare for your application. You are assured of a warm welcome. Visits can be arranged by contacting Sandra Hodgson in the school office on 0208 672 9227.

The deadline for us to receive your completed application is midnight on **Sunday 26 January 2025**.

Shortlisting will take place on **Thursday 30 January 2025**.

Successful applicants will be invited to an assessment and interview day at the school on **Friday 7 February 2025**.

If you have any enquires regarding the application process or have any special requirements to enable you to fully participate in the application and/or selection process, please contact me on 020 8871 8273 or by e-mail to csschools@richmondandwandsworth.gov.uk. Please ensure you provide a telephone number where you can be contacted or where we can leave a message.

We look forward to receiving your application.

Yours faithfully

Lesley Lynch
Senior Human Resources Officer

Executive Director of Children's Services: Ana Popovici