**Welcome Letter**

Dear Applicant

**Deputy / Assistant Headteacher Vacancy at Our Lady of Lourdes Catholic Primary School, Rottingdean**

Thank you for your enquiry regarding the position of Headteacher at Our Lady of Lourdes Catholic Primary School. We would be delighted to receive your application, and if you would like to arrange a tour of the school, please contact our school office on 01273 306980. We would like to suggest that you take some time to familiarise yourself with our school by visiting our website [www.ourladyoflourdesprimaryschool.co.uk](http://www.ourladyoflourdesprimaryschool.co.uk).

The closing date for receipt of your application is Friday, 21stMarch 2025 by 12:00 noon, and your completed application should be returned to the school at admin@lourdes.brighton-hove.sch.uk. Please ensure you put **“Deputy / Assistant** **Headteacher Vacancy”** in the subject line to ensure your application is processed promptly and confidentially. Postal applications should be addressed to the Anita Philbrook, Our Lady of Lourdes Primary School, The Green, Rottingdean, BN2 7HA.

Interviews are scheduled for week beginning Monday 31st March 2025, and if you have any questions, please contact us at anitaphilbrook@lourdes.brighton-hove.sch.uk

The post of Deputy Headteacher in a Catholic school is a reserved post and therefore open only to practising Catholics (a priest’s reference will be obtained) If you are not a practising Catholic, but willing to support the ethos of the school you are welcome to apply for the Assistant Headteacher role.

We look forward to receiving your application and to meeting you in due course.

Yours faithfully

Anita Philbrook

Headteacher

**Enclosures**

 Job Description

 Person Specification

 Recruitment Timeline

 CES – Senior Leadership application form

 CES – notes to applicants

 Consent to obtain references

 Notes on religious practice