COLEY PRIMARY SCHOOL

Wolseley Street • Reading • Berkshire • RG1 6AZ
Tel: (0118) 937 5461 Fax: (0118) 937 5462
Email: admin@coleyprimary.reading.sch.uk
Website: www.coleyprimary.reading.sch.uk

Headteacher: Mrs Sarah Pengelly
Deputy Headteacher: Mrs Clare Budd

2 March 2023

Dear Applicant

Thank you for the interest you have shown in this position and in Coley Primary School. Please find enclosed the job description and person specification for the post. You should be able to demonstrate on your application form that you meet both the job description and the person specification.

Please do not enclose a CV. To conform with our equal opportunities policy we only consider applications on our standard form. This is to ensure that all candidates are treated fairly. In addition, your personal details will not be made available to the shortlisting panel.

If you are successful at interview, the post you are applying for will require an Enhanced Disclosure. A Disclosure is a document containing information held by the Police and government departments. It can be used by employers and voluntary organisations to make safer recruitment decisions. Please see the guidance notes for further details.

Your completed application form should be returned addressed for my attention by the closing date. If you have not heard from us after two weeks following the closing date, please assume that your application has been unsuccessful. If you would like us to acknowledge receipt of your form, please include a self-address envelope and send it with your application.

Yours faithfully

MRS SARAH PENGELLY

HEADTEACHER