



OUR LADY OF LOURDES  
CATHOLIC PRIMARY SCHOOL

THE GREEN  
ROTTINGDEAN  
BRIGHTON BN2 7HA

[www.ourladyoflourdesprimaryschool.co.uk](http://www.ourladyoflourdesprimaryschool.co.uk)



## Welcome Letter

Dear Applicant

### 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 Wednesday, 10<sup>th</sup> January 2024 by 12:00 noon, and your completed application should be returned to the school at [admin@lourdes.brighton-hove.sch.uk](mailto:admin@lourdes.brighton-hove.sch.uk). Please ensure you put **"Headteacher's Vacancy"** in the subject line to ensure your application is processed promptly and confidentially. Postal applications should be addressed to the Co-Chair of Governors, Our Lady of Lourdes Primary School, The Green, Rottingdean, BN2 7HA.

Interviews are scheduled for Monday 5<sup>th</sup> and Tuesday 6<sup>th</sup> February 2024, and if you have any questions, please contact us at [melfane@lourdes.brighton-hove.sch.uk](mailto:melfane@lourdes.brighton-hove.sch.uk) and [bryanrossianderson@lourdes.brighton-hove.sch.uk](mailto:bryanrossianderson@lourdes.brighton-hove.sch.uk)

Finally, we would like to remind you to provide us with the name and contact details of your priest as part of your application to ensure that you are eligible to be shortlisted for this role.

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

Yours faithfully

Mel fane and Bryan Rossi Anderson  
**Co-Chair of Governors**

### Enclosures

- Job Description
- Person Specification
- Recruitment Timeline
- CES – Senior Leadership application form
- CES – notes to applicants
- Consent to obtain references
- Rehabilitation of offenders' act
- Notes on religious practice

Tel (01273) 306980 Fax (01273) 308809 Email [admin@lourdes.brighton-hove.sch.uk](mailto:admin@lourdes.brighton-hove.sch.uk)

Head Teacher: Paul Barber