

## CANDIDATE INFORMATION PACK

Thank you for your interest in this position at Dorset House School. The attached Job Description and Person Specification provide details on the roles and responsibilities of the position and the professional and personal skills, qualities and experience that the school will be looking for the successful applicant to demonstrate and evidence.

Dorset House is a co-educational day and boarding school for boys and girls aged 4 – 13. With a single form entry policy, it is a small but flourishing school. (The number on roll is the highest it has ever been). We pride ourselves on providing children with a real childhood and for being a haven for learning, adventure and discovery which prepares our pupils for the modern world. We are ambitious for our pupils and whilst we retain and value the best of the traditional, we are also forward-thinking. For more information about the school please visit our web-site - [www.dorsethouseschool.com](http://www.dorsethouseschool.com).

Dorset House is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers at the school to share this commitment. The successful applicant will therefore be required to undergo vetting checks, including an enhanced disclosure from the Disclosure and Barring Service, before any offer of employment is confirmed.

If you wish to apply for this position, please complete and return:

- The Application Form;
- The Identity Verification and Applicant Monitoring Form; and
- Please also submit a short cover letter detailing why you wish to be considered for this position.

In line with statutory guidance on recruitment in education, and to ensure that all applicants are treated fairly, the Application Form must be completed and the school will not accept a Curriculum Vitae in lieu of the Application Form.

Please send your completed application to:

Sarah O'Brien  
Headmaster's PA & Registrar  
Dorset House School  
The Manor, Church Lane  
Bury  
West Sussex RH20 1PB

Or by email – [sobrien@dorsethouseschool.com](mailto:sobrien@dorsethouseschool.com)

**The closing date for applications for this position is 26<sup>th</sup> June 2017**