

**Riverside Primary School  
& Sure Start Children's Centre**  
**St Edmund's Way**  
**Rainham**  
**Gillingham**  
**Kent ME8 8ET**  
[www.riverside.medway.sch.uk](http://www.riverside.medway.sch.uk)  
Telephone: 01634 338700  
Email: [office@riverside.medway.sch.uk](mailto:office@riverside.medway.sch.uk)



**Headteacher: Mrs Kathryn Frame**

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Dear Applicant

Thank you for your interest in the post of Headteacher at Riverside Primary School and Children's Centre. The governors believe that this is an exciting opportunity and that the successful applicant will be joining a happy and welcoming community that looks forward to the future.

We provide a caring, positive and happy atmosphere in which our children are nurtured and are encouraged to fulfil their potential, grow in self-confidence and develop respect for the people and environment around them. We need someone who is able to maintain that feeling of wellbeing and build on our current high standards of teaching, through continuous school improvement.

Visits to the school are strongly encouraged. Please contact Marie Smith our Business Manager on 01634 338700 to arrange a convenient time.

When making your application, please bear in mind the person specification that we have provided. At short-listing, we will be looking for evidence in each application of the positive impact that an applicant has had in his/her current post in key areas of school life, eg:

- Strategic planning and school self review
- The leadership and development of teams of staff
- The analysis and use of data and other strategies for school improvement

At interview we will also wish to explore with applicants:

- Their understanding of the role of the Headteacher in monitoring the quality of teaching and learning.
- Their views and experience of the management of school finance.
- The knowledge, experience and strengths that each would bring to the post of Headteacher.

The supporting statement you write to accompany the application form should be no more than two pages of A4 when typed. Please send your completed application form and supporting statement to HR Services (Schools), Medway Council, Gun Wharf, Dock Road, Chatham, Kent ME4 4TR or email [teaching@medway.gov.uk](mailto:teaching@medway.gov.uk)

The closing date for applications is 16th September 2013 and interviews will be held on 1st and 2nd October 2013. Any offer of employment will be subject to a satisfactory Enhanced DBS disclosure.

References, one of which should be from your Chair of Governors will be sought prior to interview. All applications will, of course, be treated with the strictest confidence.

We look forward to receiving your application form and to learning what you could offer our school community and specifically its pupils, staff, parents and governors.

Yours sincerely

*P. Dore*

Chair of Governors



*This School is committed to safeguarding and promoting the welfare of children, achieving equal opportunities and combating discrimination.*

