



Hardwick Community Primary School  
Limes Road  
Hardwick,  
Cambridge CB23 7RE

Telephone: 01954 210070  
Fax: 01954 210095  
e-mail: [office@hardwick.cambs.sch.uk](mailto:office@hardwick.cambs.sch.uk)

Head Teachers: Mrs Ruth French  
Mr Andy Matthews

Dear Applicant

Thank you for your interest in applying for the post of Assistant Headteacher at Hardwick Community Primary School. This role is a critical and central part of our school expansion, supporting the Co-Headteachers in the day-to-day management and organisation of the Blue School site of the school in Cambourne, opening in September 2012. The position will also incorporate a Reception Class teacher role on the Blue school site. The most crucial part of the role will be leading the teaching and learning on the site and ensuring the distinctive ethos of the Blue school site is consistent with that which is already established on the Hardwick site. The rich curriculum experiences, already in place at Hardwick, will be replicated on both sites. We are committed to our very strong team ethic which will be significant in ensuring that all school staff work closely together, no matter which site they are based on. The job will “grow” as the site expands. Eventually we expect the Cambourne site to relocate into permanent buildings (near the new Cambourne Secondary School) and exceed the Hardwick site in terms of pupil numbers.

As part of this pack you should also have;

- the Job Description and Person Specification for the post,
- a summary of current teaching staff and our staffing structure from September 2012
- a document detailing the school’s expansion onto two sites.
- the FAQs we have shared with prospective parents
- the Application Form for the post

Visits to the school will be warmly welcomed and are highly desirable for you to fully understand the ethos of the school and to have an opportunity to discover more about our distinctive style of leadership and management. To arrange a mutually convenient time to visit, please contact the school on the telephone number given above, or by email, [head@hardwick.cambs.sch.uk](mailto:head@hardwick.cambs.sch.uk).

You will also need to visit our school website at [www.hardwick.cambs.sch.uk](http://www.hardwick.cambs.sch.uk) to follow links to our prospectus, most recent OFSTED report, and further information about the school and village, and access our child protection policy.

The Governing Body are keen to ensure that the recruitment process is both fair and transparent at all stages and are committed to ensuring equal opportunities for all candidates. If there is additional information that you require, please do not hesitate to request it from the school. Any such information will be made available to all interested candidates.

Applications can be sent to the school by post or by hand, or sent electronically if you have accessed the forms online. All applications will be assessed against the requirements of the Job Description and the Person Specification. Completed application forms should be returned to ourselves at the school

The deadline for receipt of applications is 1.00pm Friday 9<sup>th</sup> March. Short-listed candidates will be contacted by phone the same day and invited to attend for the first day of the interview process on Thursday 15<sup>th</sup> March. This will incorporate a number of activities on both school sites. We will then invite some candidates to the final interview afternoon on Friday 16<sup>th</sup> March.

Yours faithfully

Ruth French and Andy Matthews  
Co-Headteachers