



**Holy
Family
Catholic**
Multi
Academy
Trust

Deputy Headteacher Application Pack



Letter to Applicants

St Alban's Primary School

Ashburton Road, Wallasey, Wirral, CH44 5XB

T: 0151 638 6373

E: schooloffice@stalbans.wirral.sch.uk

W: www.stalbans.wirral.sch.uk



**Holy
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Dear Applicant,

Deputy Headteacher at St Alban's Primary School

I am delighted that you have shown interest in the post of Deputy Headteacher at St Alban's Primary School.

The school has dedicated and committed staff who are open to change and excited to take the next steps in their own and the school's development.

St Alban's sits within a strong community that would welcome an innovative and energised leader of faith.

You would be joining us at a very exciting time for the trust. In 2020 we were designated as the lead organisation for Inspire Learning Teaching School Hub that covers Liverpool and Wirral. As a result of this work, we have developed world class development programmes for teachers and leaders. Within the Trust, we also lead Cheshire & Wirral Maths Hub and lead one of only eight creativity collaboratives across the country. Opportunities and resources from all of these 'hubs' would be available to the new Deputy Headteacher as they move the school forward.

At HFCMAT, We are committed to system leadership and want to provide the best for students and staff across the region through the work we share.

We are looking for someone to lead the school forward who:

- is innovative and has a passion for learning,
- is reflective in their leadership,
- understands the importance of research informed practice,
- is able to deliver a clear vision for improvement across the whole curriculum and beyond,
- and passionate about Catholic education

St Alban's is one of 9 schools that are currently in HFCMAT. Partnership is important to us, as we know the difference working together can make. Based in respect for each other, we strive to create the best opportunities for our schools to thrive in all aspects of their work.

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Dear Candidate,

Deputy Headteacher at St Alban's Primary School

Thank you so much for your interest in the Deputy Headteacher role at St Alban's. I am delighted that you are considering joining our school community at such an exciting and transformational point in our journey.

St Alban's is a very special place. At the heart of our school is a vibrant, nurturing and faith-filled community. Visitors often comment on the warmth and welcome they receive, and this is something I take great pride in. Our pupils are kind, curious and full of potential. Our staff are dedicated, compassionate, and committed to helping every child flourish—not just academically, but spiritually, socially and emotionally.

The recent transition to academy status has been a tremendously positive step for us. As part of the wider Catholic Academy Trust, we are now even better placed to secure the future of Catholic education in our area. It strengthens our mission, connects us more deeply with other Catholic schools, and provides us with the resources and support to drive continuous improvement. It's a move that ensures we remain true to our values while becoming even more ambitious for our children.

As Headteacher, I am incredibly proud of the progress we have made. Our most recent Ofsted report recognised the calm and caring environment we have built, the high expectations we hold for all pupils, and the strong relationships that underpin everything we do. None of this would be possible without the professionalism and dedication of our wonderful staff team—and we are excited to welcome a new Deputy Headteacher who shares our passion and commitment. Once again, thank you for your interest in this role. I hope that, as you learn more about us, you feel drawn to join us in shaping the next chapter of St Alban's story.

With warm regards and every blessing,

John McDonald
Headteacher



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Dear Applicant,

Deputy Headteacher at St Alban's Primary School

Dear Applicant,

Thank you for your interest in the role of Deputy Headteacher at St Alban's Catholic Primary School.

St Alban's is a proud Catholic community where faith is not simply part of what we do — it is the foundation of everything we are. Our recent Ofsted inspection recognised the strength of our school, noting that “pupils enjoy coming to school, behave well, and are well cared for by staff who know them well” (Ofsted, October 2024). We are proud of our calm, nurturing environment where every child is known, valued, and encouraged to achieve their very best, rooted in the teachings of Christ.

As Chair of Governors, and a former headteacher of several Wirral schools, I know that a school's success depends not just on academic excellence, but on the strength of its Catholic mission and the care shown to every child. We are therefore seeking an exceptional Deputy Headteacher who is a practising Catholic, who will live out the Gospel values in every aspect of school life, and who will inspire our pupils and staff by example.

We are looking for a leader who is not only a strong Catholic role model, but also an excellent practitioner: someone who is passionate about high-quality teaching and learning, has a deep understanding of how children learn best, and who nurtures and supports every child to flourish spiritually, academically, personally, and socially. The successful candidate will combine strategic leadership with a genuine care for the wellbeing and development of all members of our school community.

At St Alban's, you will find a hardworking, talented team of staff, a supportive governing body, and a vibrant community of families who believe deeply in the transformative power of Catholic education. This is a wonderful opportunity for a leader who feels called to make a real difference — not only to the outcomes our children achieve, but to the people they grow to become.

If you are a strong Catholic leader with a heart for nurturing young lives and a passion for outstanding education, we warmly invite you to apply. We look forward to welcoming a Deputy Headteacher who will help us continue our mission to serve our children, families, and parish community with faith, love, and excellence.

Yours sincerely,

Kevin Doogan
Chair of Governors

About the Trust

The Holy Family Catholic Multi Academy Trust is based in Bebington, Wirral, and currently consists of six schools, both secondary and primary.

The Trust has over 4000 students and 550 staff and has been developed with the intent to raise standards of achievement for all its students. We are proud to lead a range of hubs that widen our offer to pupils and staff. More information around these exciting 'centres of excellence' are shared below.

Holy Family Catholic Multi Academy Trust is passionate about providing the best outcomes for all students and ensuring that all staff have the opportunity to support other schools whilst also developing their own skills. The Trust seeks partnerships with like-minded schools that are committed to school improvement for the development of staff and students alike.

We recognise and encourage the individual differences between schools, but these must be underpinned by high standards and successful approaches to improving learning and outcomes. Holy Family Multi Academy Trust is made up of the following schools:



Inspire Learning Teaching School Hub

Inspire Learning TSH is one of 87 hubs nationally that covers Liverpool and Wirral. The designated lead school is St Alban's Primary School and Holy Family Catholic Multi Academy Trust, working in partnership with St John Bosco Arts College alongside other key partners. Inspire Learning provides programmes for teachers and leaders at every stage of their career.



Cheshire Wirral Maths Hub

Our Lady of Pity is the lead school for the regional maths hub that supports colleagues across the region. The maths hub delivers fully funded nationally and locally designed projects and programmes, with a mission to provide sustainable and long-term professional development to schools in Cheshire East and West, Wirral and Halton.



Ignite Institute - HFCMAT

HFCMAT Ignite Institute sits within the trust and provides CPD and ITT for those within HFCMAT and across the wider area. Originally Ignite TSA, Ignite Institute works with a range of external providers to provide high quality CPD and ITT programmes. Lead Practitioners from within the trust will also be used to design programmes for delivery across both delivery arms.



Creativity Collaborative

St Bernard's and HFCMAT have recently been designated as one of 8 creativity Collaboratives across the country. The collaborative aims come from the Durham commission on creativity. Its aims to: Build networks of schools to test innovative practices in teaching for creativity, sharing learnings to facilitate system-wide change. Working alongside existing school structures, teachers and educators will co-develop creative strategy and pedagogy, test out approaches to teaching and learning, and evaluate their impact on pupils, schools and communities.'

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St Alban's Primary School

a great place to be.





What the St Alban's students say about their school:

“

This school is like my second home. It provides me with new opportunities every day, I've never felt so proud to be part of this community!

”

“

Staff at St Alban's always push you beyond your limits and encourage you to try things out of your comfort zone. This helps students to develop and discover new skills that will benefit them when searching for employment.

”

“

At St Alban's I feel we are all respected and we all have a voice.

”

“

A real positive about St Alban's is the amount of clubs you can get involved with.

”

“

During my time at St Alban's, not only have I enhanced my learning to a level I didn't think was achievable, I have also managed to take advantage of the learning facilities within the College and made new friends in the process.

”





Comments from St Alban's staff:

Staff at St Alban's have high expectations of pupils and staff. This is only possible due to a huge support network and community feel amongst staff.

We are a community who plant seeds that will one day grow.

I would send my child to this school.

St Alban's is a supportive environment where all staff matter.

St Alban's is a wonderful place to work, where your contributions are valued and your development supported.

Staff at St Alban's are one big family, it's great to work with such committed colleagues.

St Alban's allows me to feel inspired and challenges me to be better.





What the parents of St Alban's students say:

“

The teachers are full of enthusiasm and really seem to enjoy getting to know my child.

”

“

Choosing St Alban's for my daughter was the best decision I ever made; she is challenged daily to reach her full potential.

”

“

We believe the school's Christian ethos teaches tolerance, care and consideration for others, reinforcing our own family values.

”

“

My son has thrived in his first year at St Alban's, growing in confidence as the year has gone on and loving all the new subjects he has access to.

”





St Alban's Primary School -

Job description, person specification & application





Job Description

Job Description

The Deputy Headteacher will:

Undertake the normal responsibilities of the class teacher;

- Be a member of the senior management team;
- Assist the Headteacher in managing the school;
- Support and represent the Headteacher at meetings as and when required;
- Undertake such duties as are delegated by the Headteacher;
- Play a major role, under the overall direction of the Headteacher in formulating and reviewing the Mission Statement, Development Plan, overall aims and objectives of the school by helping establish the policies through which they shall be achieved, managing staff and resources to that end and monitoring progress towards their achievement;

If the Headteacher is absent from the school, the deputy Headteacher must undertake such duties of the Headteacher as the Headteacher or the Academy Trust shall require.

Main Tasks

The specific nature and balance of these responsibilities may vary from time to time and, particularly in a large school, be distributed amongst other holders of the post of deputy or assistant Headteacher.

1. Class teacher responsibilities

- 1.1 To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- 1.2 To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.
- 1.3 If required, to be responsible for a specific class or age group of children to be decided on appointment.

2. The internal organisation, management and control of the school

To have specific responsibilities to be agreed upon appointment.

2.2 To contribute to:

- Fulfilling the school's Mission Statement
- Maintaining and developing the Catholic ethos, values and overall purposes of the school
- Formulating the aims and objectives of the school and policies for their implementation

- A development plan which will translate school aims and policies into actions
- Monitoring and evaluating the performance of the school and its achievements as a Catholic school
- Implementing the Governing Board's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
- The efficient organisation, management and supervision of school routines

3 Curriculum Development

To contribute to:

- The development, organisation and implementation of the school's curriculum
- School policies on curriculum, teaching and learning styles, assessment, recording and reporting
- Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals, including these with special educational needs
- Ensuring that the Diocesan policy on Religious Education and RSHE are fulfilled
- Ensuring arrangements for the daily act of collective worship and the spiritual life of the school
- Providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the distinctive Catholic nature, purpose and aims of the school
- Providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church
- Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
- The promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school

4. Pupil care

To contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance in accordance with the teachings and doctrines of the Catholic Church
- The effective induction of pupils
- The determination of appropriate pupil groupings
- The promotion among pupils of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good
- The development among pupils of self-discipline
- The handling of individual disciplinary cases
- 4.2 Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers to improve academic and social outcomes for all pupils.
- 4.3 Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.

5. The management of staff

The management of staff

- 5.1 To participate in the selection and deployment of teaching and non-teaching staff of the school
- 5.2 To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- 5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school
- 5.4 To implement and develop staff development policies appropriate to the Catholic nature of the school in relation to:
 - The induction of new and newly qualified teachers and other staff
 - The provision of professional advice and support and the identification of training needs

- Students under training/work experience
- 5.5 To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or Boards.
- 5.6 To maintain good relationships with individuals, groups and staff unions and associations.

6. The management of resources

- 6.1 To contribute to the formulation of the school's policies and procedure concerning resource management in accordance with the school's Mission Statement.
- 6.2 To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.
- 6.3 To promote an attractive environment which stimulates learning, enhances the appearance of the school and expresses its Catholic identity.
- 6.4 To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.
- 6.5 To maintain effective working relationships with external agencies and services contracted to the school and the Catholic Multi Academy Trust.

7. Relationships

- 7.1 To advise and assist the Local Governing Board and Academy Trust as required in the exercising of its functions including attending meetings and making reports.
- 7.2 To assist liaison and co-operation with Diocesan and (insert name of CMAT) support services.
- 7.3 To help in maintaining and developing effective communications and with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.
- 7.4 To assist liaison with other educational establishments, especially other Catholic institutions, in order to promote the continuity of learning, progression of achievement and curriculum development.
- 7.5 To assist liaison with other professional bodies, agencies and services.
- 7.6 To develop and maintain positive links and relationships with the parish community, local organisations and employers:
 - To promote a positive image of the school
 - To ensure that the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community.
- 7.7 Create outward - facing schools which work with other schools, organisations and the local community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to deputy Headteacher.





Person Specification

Introduction

The Academy Articles of Association state that it is part of the Catholic Church and is to be conducted as a Catholic Academy in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Shrewsbury. At all times the Academy is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

Holy Family Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The applicant will be required to safeguard and promote the welfare of children and young people.

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Faith Commitment

CRITERIA	ESSENTIAL / DESIRABLE	SOURCE
Practising Catholic	E	A/I/R
Involvement in parish community	D	A/I/R

[B] Qualifications

CRITERIA	ESSENTIAL / DESIRABLE	SOURCE
Leading school worship	E	A/I
Ways of developing religious education and worship	E	A/I
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school.	E	A/I
How relationships should be fostered and developed between the school, parish and its community and Diocese of Shrewsbury	E	A/I
Qualified teacher status	E	A/CC
Degree	E	A/CC
CCRS/CTC or commitment to obtaining the certificate	D	A/CC/I

[C] Professional Development

CRITERIA	ESSENTIAL / DESIRABLE	SOURCE
Evidence of appropriate professional development for the role of Deputy Headteacher	E	A
Evidence of recent leadership and management professional development	E	A
Has successfully undertaken appropriate safeguarding training and knowledge of legislation for the protection of young people	D	A
Has successfully undertaken Designated Safeguarding Lead Training	D	A/I/CC
Has completed the Catholic Senior Leadership Programme or has a commitment to doing so	E	A/I/CC
Has completed the Catholic Middle Leadership Programme or has a commitment to doing so	E	A/I/CC

[D] School leadership and management experience

CRITERIA	ESSENTIAL / DESIRABLE	SOURCE
To have substantial and current experience as a senior leader in a primary/secondary school	E	A/I/R
To have had active and effective leadership of a team / department/ key stage/ curriculum area	E	A/I/R
To have taken an active involvement in school self-evaluation and development of a relevant and effective curriculum	E	A/I/R
To have involvement in or understanding of financial management in a school	D	A/I/R
To have implemented and developed a whole school initiative	E	A/I/R
To have had responsibility for policy development and implementation	D	A/I/R
To have had experience of and ability to contribute to staff development across the primary/secondary range. (E.g. coaching, mentoring, INSET for staff)	E	A/I/R
Work positively with parents and carers	E	A/I/R
To demonstrate an awareness of current national educational policy	E	A/I/R

[E] Experience and knowledge of teaching

CRITERIA	ESSENTIAL / DESIRABLE	SOURCE
Experience of teaching in more than one school	D	A/I/R
Experience of teaching in a school in similar circumstances/ serving a similar community	D	A/I/R
Significant teaching experience and proven excellence in teaching pupils within the primary/secondary phase	E	A/I/R
To have a knowledge and understanding of all Key Stages in the primary phase/ the secondary phase	E	A/I/R
Secure understanding of assessment strategies , data analysis and the use of assessment to maximise achievement	E	A/I/R
To be able to exemplify how the needs of all pupils have been met through high quality teaching	E	A/I/R

[F] Professional Attributes

CRITERIA	ESSENTIAL / DESIRABLE	SOURCE
To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at this school and how these could be met.	E	I
To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies.	E	I
To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E	A/I
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E	A/I/R
Show a good commitment to sustained attendance at work	E	A/I/R

[G] Professional Skills

Applicants must be able to demonstrate that they meet the Teachers' Standards (England) which are set out in detail in the current School Teachers' Pay and Conditions Document. The deputy Headteacher must be exemplary and be able to:

- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively
- Fulfil wider professional responsibilities

[H] Personal Qualities

All of the following are considered essential for the post and will be assessed through interview and reference:

- Continue to promote the school's strong educational philosophy and values
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals
- Inspire trust in the school community
- Communicate clearly and effectively both orally and in written English
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise themselves and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour

[I] Confidential References and Reports

CRITERIA	ESSENTIAL / DESIRABLE
A positive and supportive faith reference from a priest where the applicant regularly worships.	E
Positive recommendation from all referees, including current employer.	E
A supportive reference from the Local Authority, if possible, or a further supportive professional reference	E

The governors reserve the right in exceptional cases to seek additional references from other former employees where this seems appropriate.

The governors reserve the right to withdraw the offer of an interview should a positive and supportive faith reference not be received.

[J] Important advice regarding faith references

You have applied for a position in one of our Catholic schools which is reserved for a practising Catholic. This means that the person specification will state that is essential that you meet this criterion, and you must be able to evidence this with a positive faith reference from the priest(s) of the parish(es) where you attend the Sunday Eucharist and receive the sacraments. It is also vital that this reference is **current** and that the priest's knowledge of your practice is not historical. Priests will be asked to confirm a minimum of **12 months continuous practice**. A period of 12 months practice will also be required for those recently received into the Church.

It is vital that the priest can verify your attendance at Sunday Mass and is not simply the priest linked to the school that you currently work in.

We are seeking to appoint a practising Catholic who joins in the parish celebration of the Sunday Mass and receives the sacraments regularly as well as living in accordance with the teachings of the Church. At a time when priests are increasingly assuming responsibility for larger pastoral areas it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references **prior to making an application**.

1. Speak to the priest before completing your application and ask if he agrees to your including him as a referee. (Do not simply email or leave a message on the parish answer phone)
2. Provide him with an outline of
 - your involvement in parish life e.g., Eucharistic minister, reader, etc (it may be that currently
 - you are not heavily involved in parish life due to other commitments)
 - your present post – school, areas of responsibility
 - the post to which you are applying – name of school, post, etc
3. If you worship in more than one parish, then in order to satisfy weekly attendance of Mass you may need to specify more than one referee.

By following the above advice you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible

[K] Application Form and Supporting Statement

The form must be fully completed. The supporting statement should be clear, concise and related to the specific post, **following the guidance outlined in section G above**.

The CESEW Leadership Application Form must be fully completed. The supporting statement should not exceed 1300 words in length, be clear, concise and related to the post and setting applied for.

Guidance In Securing A Faith Reference

You have applied for a position in one of our Catholic schools which is reserved for a practising Catholic. This means that the person specification will state that it is essential that you meet this criterion, and you must be able to evidence this with a positive faith reference from the priest(s) of the parish(es) where you attend the Sunday Eucharist and receive the sacraments. It is also vital that this reference is current and that the priest's knowledge of your practice is not historical. Priests will be asked to confirm a minimum of **12 months continuous practice**. A period of 12 months practice will also be required for those recently received into the Church. It is vital that the priest can verify your attendance at Sunday Mass and is not simply the priest linked to the school that you currently work in.

The Governing Body will be seeking to appoint a practising Catholic who joins in the parish celebration of the Sunday Mass and receives the sacraments regularly as well as living in accordance with the teachings of the Church.

At a time when priests are increasingly assuming responsibility for larger pastoral areas it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references **prior to making an application**.

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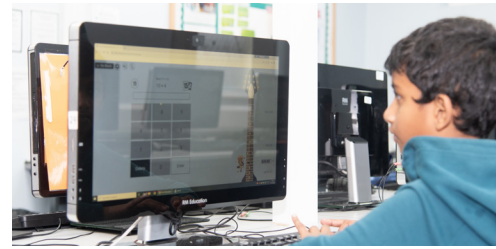
By following the above advice you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.

Invitation to interview

If you are shortlisted, and receive an invitation to interview, then the governors will have made the **assumption** that your practice will be evidenced **prior to interview** by a supportive priest's reference. We therefore advise that on receiving notification of an interview you contact the priest again to check that he has received the reference request and he is still able to support your application. If the governors are not in receipt of a positive faith reference **prior to interview** then they will deem that you have not met one of the essential criteria and will have to **withdraw** the invitation to interview. If there are circumstances that may prevent the priest replying within the given time frame (holidays, illness etc.) then please inform the relevant Diocesan officer as soon as this is known.



Curial Offices, 2 Park Road South,
Prenton CH43 4UX
Tel 0151 652 9855 Fax: 0151 653 5172
education@dioceseofshrewsbury.org



St Alban's Primary School

Location



Getting Here: **Drive**

Follow M53 to A5139 in Wallasey. Take the A5139 exit from M53, Follow A5139 and A5088 to Ashburton Rd

Train

St Alban's is a short distance from Liscard Road train station.

Bus

There are a number of buses which stop just outside the college, 409, 413 , 414 , 432 , 433

Contact Details

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