Dear Applicant,

On behalf of the Academy Committee, we would like to thank you for your interest in the post of **Vice Principal**, at **Ss Peter and Paul Catholic Primary School** within **The Romero Catholic Academy** of eight schools.

At Ss Peter & Paul, we try to live out our mission statement each and every day, ”Learning and loving on our journey with Jesus." We recognise that each individual child is unique, both in their personality and in their talents, and our talented and dedicated team of teachers and support staff work really hard to ensure that each child's educational experience is one that they enjoy and under which they make good progress.

The closing date for receipt of applications is**, Noon, 15th January 2018**. The interview and assessment date is provisionally set for **18th January 2018**.

This letter is intended to help you complete the application form. Please read it carefully before the completion of your application form. If you have any difficulties, or if you wish to discuss the role, please contact **Louise Hurley, School Business Manager** at on 02476 615665 or email [louise.hurley@ss-peter-paul.coventry.sch.uk](mailto:louise.hurley@ss-peter-paul.coventry.sch.uk).

The application form is your opportunity to provide all the information we will require to help us understand how you meet the requirements of the job. Similarly, it plays an important part in the selection process allowing us to short-list candidates for interview and helping as a basis for the interview itself. To ensure fairness to all applicants, short-listing decisions are based solely on the information you supply on your application form.

All vacancies are accompanied by a **Vice Principal** job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification.

**Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.**

Depending on the number of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. *However, we guarantee to interview all disabled applicants who meet the Essential Criteria.*

If you wish to apply by e-mail, you will need to download the form onto your computer, complete it and return it hr@romero.coventry.sch.uk

Ensure you clearly state the full job title and type or complete your form legibly in black ink (Postal) or black font/typeface (Electronic), to allow for photocopying.

# Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Equal Opportunities

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

DBS Checks

In line with our safeguarding and child protection policy, any successful appointment will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service and Prohibition Check. The check will be undertaken as part of the appointment process with the successful candidates.

In the event of an offer of employment being made, we will take up references and reserve the right to validate all information entered on the application form.

And finally….

We strongly recommend that you visit the school prior to submitting your application so that you can find out more about us. Please contact the school office on 024 76615665 or email admin@ss-peter-paul.coventry.sch.uk.

You can visit our school website for more information and our Romero website at

[www.romeromac.com](http://www.romeromac.com) http://www.sspeterandpaulcoventry.co.uk/

We look forward to receiving your application.

Yours sincerely



Dean Kavanagh

**Chairman  
The Romero Catholic Academy**

Our Schools

The following schools are within The Romero Catholic Academy:-

# Secondary School:-

**Cardinal Wiseman Catholic School and Language College**

# Primary Schools:-

**Corpus Christi Catholic School**

**Good Shepherd Catholic School**

**Sacred Heart Catholic Primary School**

**St Gregory’s Catholic Primary School**

**St John Fisher Catholic Primary School**

**St Patrick’s Catholic Primary School**

**Ss Peter and Paul Catholic Primary School**

**Our Vision:**

**“A Beacon of Excellence for Catholic Education”**

**Our Mission:**

“We are a **Christ-centred Community** dedicated to **faith formation, academic excellence** and **individual growth** for all of our young people, all rooted in the **Gospel message of Jesus Christ**.”

**Our Values:**

These are fundamental to our long-term success and represent the set of standards under which all of us in Romero MAC will work, and against which performance will be assessed and rewarded.

### **Respect**

#### We respect and value those we work with and the contribution that they make.

### **Integrity**

#### We act fairly, ethically and openly in all we do.

### **Service**

#### We put our children at the centre of all that we do

### **Excellence**

#### We use our energy, skills and resources to deliver the best, sustainable results.

**Our Aims:**

As Catholic Schools in the Romero MAC we are committed to:

**Spiritual Growth**

*An ethos in which the Gospel message is proclaimed, community in Christ experienced, service to each other and the wider world community is recognised, and thanksgiving and worship of our God is cultivated.*

**Formation of the Whole Person**

*Providing well rounded high quality education that empowers and enables pupils to recognise their full potential and respond to what God calls them to be.*

**Academic Excellence**

*Building on the collaborative success of the Romero Partnership our schools will be inspirational, academically rigorous and innovative, achieving standards of excellence in all settings, supported by exceptionally caring staff who reflect the light of Christ.*

**Family Partnership**

*Partnering with, upholding and supporting parents and guardians in their role as primary educators of their children.*

**Vibrant Communities**

*Ensure diverse, dynamic, welcoming, compassionate communities available to all.*

**Global awareness**

*Nurture the personal integrity and faith development of pupils that also challenges them to know and understand communities around the world.*

**Stewardship**

*Ensuring a vibrant sustainable future for our schools through unified support and prudent management of resources.*

“This is what we do:

We plant the seeds that one day will grow.  
  
We water seeds already planted, knowing that they hold future promise.  
  
We lay foundations that will need further development.  
  
We provide yeast that produces far beyond our capabilities.” (Blessed Oscar Romero)