



## Russell House

Dear Applicant,

Thank you for your interest in the position of Teacher in EYFS (Pre-Prep) at Russell House. I enclose details of the appointment as requested.

I would be delighted to receive an application from you for this appointment. Please complete the Application Form which you may choose to return to me electronically at [head@russellhouse.kent.sch.uk](mailto:head@russellhouse.kent.sch.uk) accompanied by a scanned **handwritten** letter outlining why the post appeals to you. Alternatively, send all original documents to me by post if you would prefer to:

FAO: Mr Craig McCarthy  
Headmaster  
Russell House  
Station Road  
Otford  
Kent TN14 5QU

The closing date for receipt of completed applications is 4pm, Wednesday 2nd February 2022. Interviews for the position will be held during the week commencing 7th February 2022.

I look forward to hearing from you and I do hope we will meet in due course.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'C McCarthy', with a horizontal line underneath.

Mr Craig McCarthy