

Takeover day 2017
Friday 17th November

Job description: Headteacher

Hours of takeover: 8.30am – 3.20pm

Outline of jobs on the day:

- Leading morning briefing at 8.30am,
- Walking round the playground meeting parents and children at the start and end of the day,
- Leading celebration assembly in front of the whole school,
- Doing a learning walk around school, making sure the school is ready for the open day on Saturday morning,
- Supervising at lunchtime,
- Meeting with the Chair of Governors and planning governing body meeting,
- Answering emails,
- Looking through books to see what the children are learning,
- Doing Headteacher's Tea Party,
- Preparing school newsletter to send out at the end of the day.

You need to wear:

- Smart clothes.

If you are interested in taking over this job, please send your letter of application to Mrs Siddall by Friday 10th November.

