



# King's College

TAUNTON

Dear Applicant,

**Role: Head of King's College Prep School**

Thank you for requesting an application pack.

Enclosed, you will find the following documents:

- King's College Prep Candidate Information Brochure
- Job Description
- Application Form
- Equal Opportunities Monitoring Form

In addition, please refer to the relevant school policies, which can be found on the school's website: [King's College Prep Policies](#).

- Child Protection (Safeguarding) Policy and Procedures
- Recruitment, Selection and Disclosure Policy
- Privacy Notice
- Equal Opportunities Policy (employees)

**Please ensure that you read these policies thoroughly before completing your application.**

King's College Prep School is a member of the Woodard Corporation. Please click [here](#) for further information.

Please click [here](#) to view the Articles of Association of King's Schools Taunton Limited.

Candidates are kindly asked to prepare a covering letter addressed to Mrs Linda Nash, Custos, and to complete both the application form and the equal opportunities form. Please submit these documents via email to Mrs Melissa Catton, Personal Assistant to the Headmaster of King's College, at: [hmsec@kings-taunton.co.uk](mailto:hmsec@kings-taunton.co.uk).

The closing date for applications is 5.00pm on **Thursday 17 October 2024**.

Should you require further assistance, Melissa can also be reached by telephone on 01823 328210.

We fully understand the importance of confidentiality, and please be assured that all discussions and interviews will be conducted with the utmost discretion.

Thank you for your interest in joining King's College Prep.

Yours sincerely

**Mrs Lisa Thompson, Assoc CIPD**  
**HR Manager**

Direct Line: 01823 328103

Email: [lmthompson@kings-taunton.co.uk](mailto:lmthompson@kings-taunton.co.uk)

20 Holway Avenue, Taunton, Somerset TA1 3AR  
01823 328100 | [finance@kings-taunton.co.uk](mailto:finance@kings-taunton.co.uk) | [www.kings-taunton.co.uk](http://www.kings-taunton.co.uk)