Dear potential new Headteacher,

We have spent some time thinking about what we would love our new Headteacher to bring to our school. We hope that you have these qualities:

* A headteacher who will be kind to everyone in our school community.
* A headteacher who is fair and will treat everybody equally.
* A headteacher who will keep our school a fun place to be.
* A headteacher who expects our behaviour to be excellent.
* A headteacher who will help us to be happy.
* A headteacher who will get to know each one of us and care about us.
* A headteacher who will make sure our lessons are interesting.
* A headteacher who will add more fun clubs to our school.

We think it would be a great idea for you to come and see us before you decide to apply for this very important job and we can’t wait to meet you.

Yours faithfully