



May 2018

Dear Candidate

TEACHING ASSISTANT VACANCY – EARLY YEARS FOUNDATION STAGE (from September 2018)

Thank you for your enquiry regarding the above post to commence in September 2018.

You should be able to access the following documents from our website
www.delapreprimaryschool.net

- Job Description
- Application form and Disclosure of Criminal Convictions
- Copy of the advertisement
- Delapre Primary School brochure
- Further information about our school

We strongly recommend that you visit the school before the day of the interview. In this way you can decide whether or not you feel comfortable with the ethos and general feel of the school. You can then confirm (or not) your interest. Please telephone for an appointment to visit the school and meet with the Headteacher or Deputy Headteacher. Bear in mind that you will gain a more meaningful understanding of the school if you can visit during school hours.

The closing date for applications is **4.00 pm on Thursday 17th May 2018**. All applications must be accompanied by a hand-written covering letter.

We will email you if you have been shortlisted, prior to the interview date.

Interviews will be held on **Tuesday 22nd May 2018**.

Yours faithfully

A handwritten signature in black ink, appearing to read 'H Portrey', with a long horizontal line extending to the right.

H Portrey
Headteacher

