



May 2018

Dear Candidate

**TEACHING ASSISTANT VACANCY – KEY STAGE 2 (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](http://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 17<sup>th</sup> 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 **Wednesday 23<sup>rd</sup> May 2018.**

Yours faithfully

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

**H Portrey**  
Headteacher

