



May 2022

Dear Candidate

**KS1 TEACHING ASSISTANT (FULL-TIME) FROM SEPTEMBER 2022**

Thank you for your enquiry regarding the above full-time, fixed term post to commencing 1<sup>st</sup> September 2022 (training day).

The following documents are available to download from our website  
[www.delapreprimaryschool.net](http://www.delapreprimaryschool.net)

- Job Advertisement placed on TEACH
- Job Description
- Application Form
- Delapre Primary School Brochure
- Further Information about our School

The closing date for application is Tuesday 7<sup>th</sup> June 2022 at 3.30 pm. Shortlisting will take place on Wednesday 8<sup>th</sup> June 2022, and we will contact you by email to confirm whether you have been shortlisted or not.

A covering **handwritten letter** (one side of A4) is also required with the completed Application Form. We will not accept typed covering letters. Handwritten letters may be scanned and sent electronically with the Application Form.

We would encourage applicants to visit our school for a tour prior to the closing date. **Tours are available on Monday 23<sup>rd</sup> May or Tuesday 24<sup>th</sup> May 2022.**

**Shortlisting will be completed on Wednesday 8<sup>th</sup> June and all candidates will be contacted to confirm whether they have been shortlisted or not.**

**Interviews will be conducted on Tuesday 14<sup>th</sup> June 2022.**

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

