



March 2020

Dear Candidate

**PART-TIME SEND TEACHING ASSISTANT VACANCY – 17.5 hrs per week
Monday to Friday**

Thank you for your enquiry regarding the above post to commence as soon as possible.

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

- Job Description
- Application Form
- Copy of the Advertisement placed on TEACH website
- Delapre Primary School Brochure
- Further Information about our school

We strongly recommend that you visit the school before the day of the interviews, although we appreciate that the timing is tight. By visiting the school, during school hours, you can decide whether or not you feel comfortable with the ethos and general feel of the school. Please telephone the School Office (01604 761456) to make an appointment to visit the school and meet a member of the Senior Leadership Team.

The closing date for applications is **4 pm on Thursday 19th March 2020**. All applications must be accompanied by a **hand-written covering letter**. This may be scanned and emailed.

We will email you on Friday 20th March if you have been shortlisted, prior to the interview date.

Interviews will be held on **Thursday 26th March 2020**.

Yours faithfully

A handwritten signature in black ink, appearing to read 'H Portrey', written over a white background.

H Portrey
Headteacher

