



July 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 if, at all possible, you visit the school before the day of the interview, although we appreciate that the timing is tight. By visiting the school you can decide whether or not you feel comfortable with the ethos and general feel of the school. Please telephone the Headteacher's PA (Mrs Poole on 01604 761456) to make an appointment to visit the school and meet a member of the Senior Leadership Team. 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 pm on Friday 6th July 2018**. All applications must be accompanied by a hand-written covering letter.

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

Interviews will be held on **Thursday 12th July 2018**.

Thank you for your interest.

Yours faithfully

PP

H Portrey
Headteacher

