



September 2018

Dear Candidate

PART-TIME SEND TEACHING ASSISTANT IN EARLY YEARS FOUNDATION STAGE (immediate start, if possible)

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 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 **4.00 pm on Monday 1st October 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 4th October 2018**.

Thank you for your interest.

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

