**ALL Applicants**

School Administrative Assistant

Eastwood Nursery School

 12th June 2019

## Dear applicant

**SCHOOL ADMINISTRATION ASSISTANT EASTWOOD NURSERY SCHOOL**

Thank you for your interest in applying for the position of School Administrative Assistant at Eastwood Nursery School. You can find an application pack including job description and person specification for download from https://jobs.wandsworth.gov.uk please also visit our website for more information about us at www.eastwood.wandsworth.sch.uk. Please read the contents of this letter carefully.

The first step in the selection process is your application. To get the most out of your application, please ensure you read through the person specification carefully and provide specific examples to demonstrate how you meet all the criteria marked (A). Other criteria will be assessed elsewhere in the selection process. Your completed application should be returned to Hope Francis at admin@eastwood.wandsworth.sch.uk

 We encourage you to visit our school to help you prepare for your application. You are assured of a warm welcome. Visits can be arranged by calling Hope Francis, Business Manager on

020 8876 3976 Ext 307.

The deadline for us to receive your completed application is **Friday 28th June 2019 at 4.00pm**

**Successful longlisted** applicants will be invited to an assessment day on **15th July 2019**

**Successful shortlisted candidates** will be invited to interview on **18th July 2019**

If you have any special requirements to enable you to fully participate in the application and/or selection process, or have any questions about the application process, please contact me on the school telephone number or by e-mail to admin@eastwood.wandsworth,sch.uk. Please ensure you provide a contact telephone number where you can be contacted or where I can leave a message.

Finally please do not send a CV. CVs will not be considered or read.

I look forward to receiving your application.

Yours sincerely

H A Francis

Hope Francis

Business Manager