**APPLICANTS**

**Teaching Assistant (x1) – Eastwood Nursery School**

20th December 2024

Dear Applicant

**Permanent Teaching Assistant – Eastwood Nursery School – 32.5 hours per week (Monday to Friday 8.30am – 3.45pm) term time only, 39 weeks per year (38 weeks plus 1 week)**

Thank you for your interest in applying for the position of **Permanent Teaching Assistant** at Eastwood Nursery School. You can find further information about the school and the post, including a job description and person specification, and download an application form at <https://jobs.richmondandwandsworth.gov.uk>. Please also visit our website www.eastwood.wandsworth.sch.uk

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 shortlisting criteria. Your completed application should be returned to Simonne Drake at [admin@eastwood.wandsworth.sch.uk](mailto:edn@eastwood.wandsworth.sch.uk).

The deadline for us to receive your completed application is 12 midday on **Friday 24th January 2025.**

Successful applicants will be invited to an interview on**: Friday 7th February 2025.**

We advise the candidates to apply as soon as possible and reserve the right to interview before the closing date and the right to close this advertisement if we receive a high volume of suitable applications.

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

020 8876 3976 or by e-mail to [admin@eastwood.wandsworth.sch.uk](mailto:admin@eastwood.wandsworth.sch.uk). Please ensure you provide a contact telephone number where you can be contacted or where we can leave a message.

If you do not hear from us by Tuesday 4th February 2025 you should assume that you have not been shortlisted on this occasion.

We look forward to receiving your application.

Yours sincerely

Simonne Drake

Simonne Drake

Acting Business Manager