

Balham Nursery School

Executive Headteacher: Ms Emma Williams B.Ed (ECE)

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Telephone: 020 8673 4055

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Website: www.balham-nursery.wandsworth.sch.uk

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5th November 2021

## Dear Applicant

**Teaching Assistant – Higher Level**

**Term time only plus 1 week (39 weeks per year to include all INSET days)**

Thank you for your interest in applying for the position of Teaching Assistant – Higher Level at Balham 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.balham-nursery.wandsworth.sch.uk](http://www.balham-nursery.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 Emma Williams at admin@balham-nursery.wandsworth.sch.uk.

The deadline for us to receive your completed application is 12 noon on Friday, 19h November 2021.

Successful applicants will be invited to an interview on Wednesday, 24th or Thursday, 25th November 2021

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 the school on 020 8673 4055 or by e-mail to admin@balham-nursery.wandsworth.sch.uk. Please ensure you provide a telephone number where you can be contacted or where we can leave a message.

If you do not hear from us by end of business on Tuesday, 23rd November 2021 you should assume that you have not been shortlisted on this occasion.

We look forward to receiving your application.

Yours faithfully

**Emma Williams**

**Executive Headteacher**