**APPLICANTS**

School Administrative Assistant (maternity cover) – Eastwood Nursery School

18th October 2021

## Dear Applicant

**School Administrative Assistant (maternity cover) – Eastwood Nursery School**

**Term time only plus 3 weeks (41weeks per year to include all INSET days))**

Thank you for your interest in applying for the position of maternity cover –School Administrative Assistant at Eastwood Nursery school & Centre for Children and Families. 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 Bryanna Patterson at admin@eastwood.wandsworth.sch.uk.

The deadline for us to receive your completed application is 12 noon on Friday, 29th October 2021.

Successful applicants will be invited to an interview and assessment on Wednesday, 3rd 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 me on 020 8876 3976 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 we can leave a message.

If you do not hear from us by end of business on Monday, 1st November 2021 you should assume that you have not been shortlisted on this occasion.

We look forward to receiving your application.

Yours sincerely

Bryanna Patterson

Executive School Business Lead