**APPLICANT**

Teaching Assistant Post

14th November 2019

## Dear Applicant

**Early Years Practitioner – Eastwood Day Nursery**

Thank you for your interest in applying for the position of Permanent Early Years Practitioner at **Eastwood** **Day Nursery**.

The Day Nursery is an all year round child care provision for children from 8 weeks to 5 years and we are currently looking to fill 3 full-time vacancies of 36 hours per week for each position which you will work on a shift basis between 7.45am-6.15pm The Day Nursery’s hours of operation for our children are from

8.00am -6.00pm Monday to Friday all year round except for bank holidays and training days. You can find further information about us on our website. Please visit www.eastwood.sch.uk.

We strongly encourage you to visit us to help you prepare for the process. You are assured of a warm welcome. Visits can be arranged by calling the office on 020 8876 3976 ext. 303.

The first step in the selection process is your application form. 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 [edn@eastwood.wandsworth.sch.uk](mailto:edn@eastwood.wandsworth.sch.uk). The deadline for us to receive your completed application is midday on **Friday 29th November 2019.**

Successful applicants will be invited to an interview and practical assessment. **Tuesday 10th December 2019.**

If you have any special requirements to enable you to fully participate in the selection process, please contact me on 020 8876 3976 or by e-mail to [edn@eastwood.wandsworth.sch.uk](mailto:edn@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 **Thursday 5th December 2019**, you should assume that you have not been shortlisted on this occasion.

We look forward to receiving your application.

Yours sincerely

Hope Francis

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Business Leader