**APPLICANTS**

Teaching Assistant Post

11th November 2019

## Dear Applicant

**Permanent Teaching Assistant**

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 from at <https://jobs.richmondandwandsworth.gov.uk> Please also visit our website www.eastwood.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 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 the school office on 020 8876 3976 ext. 302**.

The deadline for us to receive your completed application is 12 noon on **Monday 25th November 2019.**

Successful applicants will be invited to an interview and assessment day on **Wednesday 4th December 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 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 Friday 29th November 2019, you should assume that you have not been shortlisted on this occasion.

We look forward to receiving your application.

Yours sincerely

Hope Francis

Business Leader