



## Priory Junior School

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Headteacher: Tracy Keefe B.Ed (Hons) NPQH

November 2017

Dear

Thank-you for your interest in the position of Teaching Assistant. Enclosed is an information pack containing a job description and person specification. The position offers an exciting opportunity to join our school, and support children in their learning, working initially in the Year 3 team.

Enclosed with your application form you should attach an application letter. This should outline the skills and experiences you will bring to the role, particularly detailing how these match the person specification.

The closing date for applications is midday on Friday, 5<sup>th</sup> January. Shortlisting will take place with interviews scheduled for the following week.

Visits are warmly welcomed – please telephone to arrange a time.

Priory Junior School is committed to safeguarding and promoting the welfare of children and young pupils. This appointment is subject to an enhanced DBS check, medical clearance and satisfactory references.

Yours sincerely,

Tracy Keefe

