

18 January 2018

Dear Candidate

Many thanks for your interest in the post of Teaching Assistant at Headlands Primary School.

We have a vacancy for an individual with experience of working with young children in an early years setting.

The hours of work are 30 per week working Monday to Friday from 8.45am-3.15pm term time only. The position will be paid on the NJC scale D Point 10-12 which reflects an annual salary of £10,549 - £10,893.

Please complete the attached application form and provide a covering letter outlining details of your experience and suitability for the post.

I trust that the enclosed documents will ensure that you have the necessary information required to complete your application.

The Key dates relating to this advertisement are as follows:-

- Closing date for applications : 9 Feb 2018
- Interviews to take place : 20 Feb 2018
- Start Date : ASAP

I look forward to receiving your application and wish you every success.

Yours sincerely

Darren Smith  
Head Teacher