

■ HEADTEACHER: MISS GURDIP KAUR  
■ ASSISTANT HEADTEACHER: MRS LISA GIBBS  
■ ASSISTANT HEADTEACHER: MISS LAURA BATEMAN

October 2021

Dear Applicant

**RE: TEACHING ASSISTANT – PERMANENT - MORNINGS**

Thank you for your interest in the above post.

I am pleased to enclose an Application Form and other relevant paperwork. You can apply for this position by completing the Application Form and returning it by email to [bursar@southend-jun.northants-ecl.gov.uk](mailto:bursar@southend-jun.northants-ecl.gov.uk) or by post to the address below. **Please make it clear on the Application Form that you are applying for the permanent morning TA position with us, as we are also advertising for some temporary 1:1 TAs.**

Please ensure that the Application Form is completed in full as, if there are gaps, we may return the form to you for completion before we can consider your application. If there are any discrepancies or anomalies in the information provided, these will be taken up at the interview, if you are shortlisted. If you have previously worked with children (even on a voluntary basis), but this was not with your last employer, please give this organisation as your 2<sup>nd</sup> reference or if you would prefer as an extra, third reference.

Closing date is Friday 12 November 2021 and it is expected that interviews will be held w/c 22 November 2021.

I look forward to receiving your application and can advise that, if you have not heard from us within 2 weeks of the closing date, please assume that you have not been short-listed for interview.

Yours sincerely

*JE Simmons*

Jo Simmons  
Business Manager

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