

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

October 2021

Dear Applicant

RE: TEACHING ASSISTANT 1:1 LEARNING

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 or by post to the address below. **Please make it clear on the Application Form the exact position you are applying for, as we are also advertising for a person to work mornings only. If you are interested in both positions please make this clear.**

The Application Form should be 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 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 2nd reference or (if you would prefer) as an extra, third reference.**

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

Jo Simmons

Jo Simmons
Business Manager

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