

Granville Plus Nursery School
Granville Road,
London NW6 5RA
Headteacher: Lesley J M Benson

September 2015

Dear Applicant

Thank you for your interest in a Nursery Assistant post at our School. We have a recent "Good" Ofsted with several outstanding features. We are now working to fulfil our vision as a centre of excellence in our community. We have an Additionally Resourced provision for children with Autistic Spectrum Disorders, funded places for children with disabilities and children in need, and are fully committed to innovative inclusive provision, based on a strong knowledge of how young children learn.

Please note the following guidance to support you in making a successful application:

Selection Process

- **Candidates will need to write a supporting statement stating how they meet the person specification for this position. THIS WILL BE USED FOR SHORTLISTING.**

Your supporting statement, teaching and interview tasks will be used to assess suitability for the post.

To be shortlisted you MUST provide the following:

- All jobs since leaving school, college or university (whether or not you consider it relevant to the post). Any gaps **must** be explained in your application. We reserve the right to contact any of your previous employers to confirm the information you have given and we will obtain references before employment.
- All grades **must** be listed alongside all qualifications – you may not be shortlisted without this.
- We cannot accept friends or family as referees. Your referees should ideally have been line managers, where you have worked in a school it should be the Headteacher.
- Successful shortlisted candidates will be asked to bring *original* identification and certificates to the interview.
- On your supporting statement, give us information on **every point in the person specification marked for short-listing**, as shown in the Person Specification in the "**Application Form**" **column**. We need to know how your experience and skills meet the Person Specification criteria. If you do not provide this information you are unlikely to be shortlisted.
- **Applications will only be accepted via Hirewire**, and must be received by the closing date. We will not consider any paper applications, or a CV, or any submitted by email.

Important guidance and information on the selection process:

- Please note the short-listing date – if you are successful in being shortlisted your referees will be contacted prior to the interview date.
- Please note the interview date, to ensure you will be available if shortlisted.
- The interview will include working with children, a written task, and a panel interview.

I hope this helps you in your application. I, and the rest of the recruitment panel, look forward to receiving your form.

Yours sincerely
Lesley J M Benson
Headteacher