**APPLICANTS**

Early Years Assitant

4th June 2018

Dear Applicant

**Temporary Early Years Assistant Appointment to 31st March 2019 – Term-time only (39 weeks per year)**

Thank you for your interest in applying for the position of temporary Early Years Assistant at Eastwood Day Nursery. You can find further information about the post, including a job description and person specification, and download an application from http://jobs.wandsworth.gov.uk.

The first step in the selection process is your application. To get the most out of your application, please ensure you read through the person specification carefully and provide specific examples to demonstrate how you meet all the shortlisting criteria. Your completed application should be returned to Simonne Drake at edn@eastwood.wandsworth.sch.uk.

The deadline for us to receive your completed application is midday on Friday 15th June 2018.

Successful applicants will be invited to an interview and assessment day on Thursday 28th June 2018.

If you have any special requirements to enable you to fully participate in the application and/or selection process, or have any questions about the application process, please contact me on 020 8876 3976 or by email to edn@eastwood.wandsworth.sch.uk. Please ensure you provide a contact telephone number where you can be contacted or where we can leave a message.

If you do not hear from us by 22nd June 2018, you should assume that you have not been shortlisted on this occasion.

We look forward to receiving your application.

Yours sincerely,

**Hope Francis**

Hope Francis

Business Manager