



DOWNSEND SCHOOL

February 2018

Dear Applicant

Classroom Support Assistant – Downsend

Thank you for your interest in the above vacancy.

I am pleased to enclose:

- An application form
- A job profile

Downsend is a co-educational day preparatory school, providing education for children aged 2 – 13 years. With three separate pre-preparatory schools, each with its own Head and dedicated staff, and a preparatory school for the older children, Downsend is a thriving and vibrant school which provides a refreshingly different education through a broad based curriculum leading to outstanding academic success.

We are looking to appoint a temporary, part-time Classroom Support Assistant to work within the Learning Support Department at our Prep School in Leatherhead. The role will involve a variety of supporting opportunities including working with individuals, small groups and within the classroom. The successful applicant will be expected to work across the Lower and Upper School (Age 6-13).

The attached job profile gives an indication of the tasks and responsibilities involved in this role but can only give a list of duties and cannot fully convey how the school works. Therefore, if you would like further information about the role, please email: sue.wood@downsend.co.uk

The role is a part-time post. Hours of work will be discussed at interview.

The salary level will be subject to experience and qualifications.

If you wish to apply for this post please return the completed application form together with a covering letter explaining:

- i) your reasons for applying for the post; and
- ii) how your knowledge, skills and experience match those required.

You may also send a CV if you wish, but this must be in addition to the application form, **not** instead of it.

The closing date for applications is 11 February. Candidates will be contacted promptly if they have been selected for interview. All applicants will be advised of the outcome of their application.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

I look forward to receiving your application.

Yours sincerely



Ian Thorpe
Headmaster

Signed: (Post Holder)

Name: _____

Date: _____