18th November 2016

Dear Applicant,

**Temporary, Part Time Teaching Assistants**

Thank you for your interest in the above post. Should you wish to be considered please complete the school’s application form and return it to me by the closing date of **9am on Thursday 1st December 2016.**

Only shortlisted candidates will be contacted by telephone and late applications will not be considered.

Interviews, for those shortlisted, will take place on Thursday 8th December 2016.

For further details please refer to the school website.

Thank you once again and I look forward to receiving your application.

Yours sincerely

Mrs Joanne Thompson

Personnel Manager