

February 2020

Dear Applicant

Teaching Assistant - The Weald School

I have pleasure in providing an application form in respect of the above vacancy at The Weald School, together with some information about the posts advertised and the school.

We look forward to receiving your completed application form and letter of application. In this letter you should indicate how your experience to date equips you for this post at The Weald. Please note that an application form must be completed for this post. A CV may be sent in addition to, but not instead of, your application form.

The closing date for receipt of completed application forms is **10am, Monday 24 February 2020**, and interviews will be held shortly afterwards. Please note that due to limited resources at the school, we will only contact you if you have been short listed for interview.

Please also note that it is our policy to take up references for all short-listed candidates prior to interview. You must indicate on the application form if you do not want us to contact your current employer at this stage.

You should email your completed application form to jobs@theweald.org.uk, or send by post to me at the school address below. Should you have any specific questions relating to this post, please contact Mr Tony Aschettino, Director of Learning Support, on 01403 787200 extension 225 or by email at aaschettino@theweald.org.uk.

Yours sincerely



Kate Truss
Business Manager