24th April 2017

Dear Applicant,

Thank you for your interest in the Primary Teaching Assistant post at Marjory Kinnon School. At MKS we are proud of all that we achieve for our pupils and particularly the positive atmosphere that exists in our school. We hope that after reading the information you will wish to apply for the post.

The following information is available on the website and has been included in this application pack:

* The job description and person specification
* The TA standards that set out expectations of the post
* A copy of the school local offer document
* Routes into teaching document
* Application form

**Please address the person specification when writing your personal statement**.

We will contact you on 17th May 2017 to inform you if you have been shortlisted and the date you will be asked to attend for interview. Interviews will take place on 24th or 26th May 2017.

If there is any further information you require, or if you would like to make a visit to the school, please contact Janet Kapila on the email address above.

Yours sincerely

Denise Morton

Head Teacher