

**Lisa Tansley**

Head Teacher

Trinity Oaks C of E School

Brookfield Drive

Horley

RH6 9NS

E:office@trinityoaks.surrey.sch.uk

Wednesday 25<sup>th</sup> November 2020

Dear Applicant

**Part time Teaching Assistant and Midday Supervisor to work in Key Stage 2**

Thank you for expressing an interest in the position of Teaching Assistant at our school. This is an exciting opportunity for someone who enjoys working with young children to support learning in a successful and popular new school.

Are you the special person we are looking for?

**The School:**

- Has grown into a 1 Form Entry Primary School including a Maintained Nursery and will be full is now full for the first time.
- Is set in the heart of the 'The Acres' development in North East Horley with an excellent reputation in the local community and parishes of Horley;
- Recently graded as 'Good' by Ofsted (March 2017) with EYFS and Personal development behaviour and welfare of pupils graded as 'Outstanding'

**The Post:**

- **Part time 08:30 – 13:00 (08:30 – 12:00 Teaching Assistant, 12:00 – 13:00 Midday Supervisor)**
- **Starting 4<sup>th</sup> January 2021**
- **Is on a fixed term contract until 31<sup>st</sup> August 2021**

**The Process:**

**Post advertised from:** From Wednesday 25<sup>th</sup> November 2020

**Closing date for applications:** 12 noon Friday 4<sup>th</sup> December 2020

**Interviews:** to be held the week commencing 7<sup>th</sup> December 2020

Applications will be considered on receipt, we therefore reserve the right to invite candidates early for interview.

Please find enclosed in this pack:

- Covering letter
- Copy of the Advert
- Job Description
- Person Specification
- Application Form

Prospective candidates are asked to complete the application form accurately and offer references as indicated. Please address the Person specification as fully as possible when submitting your statement of application, citing experience to date and evidence of impact.

It would be helpful to the selection panel if you could also submit a short (no more than one side of A4) covering letter stating why you are applying for the post and what excites you about it.

**For an informal discussion or to find out more about the position please do not hesitate to contact me.**

Thank you, in advance, for your time taken in submitting your application. I do wish you every success.

Yours sincerely

*Lisa Tansley*

**Miss Lisa Tansley  
Headteacher**