

Our Ref: GEG/LAB

November 2017

Applicant for the post of Teaching Assistant (TA2)

Dear Sir or Madam

Teaching Assistant x 2 (TA2)
Fixed Term Contract from 8 January 2017 for Two Terms
Part Time Post (26 hours per week, term time only)
Grade 4 Level 1 - 4 Salary: £16,793 - £18,295 per annum pro rata
(Actual Salary £9,985 - £10,878 per annum)

Thank you for your interest in the Teaching Assistant post at Millthorpe School. I enclose further details, as requested.

Your application should be made on the form provided, to be received in school by midnight on Sunday 3 December 2017. Please outline in your application the experience, skills and interests which you could bring to Millthorpe.

I realise making an application for a post is very time consuming and, if indeed you do formally apply, I thank you most sincerely. For our part, we will acknowledge receipt and consider all applications absolutely thoroughly.

An Interview date will be notified to shortlisted applicants however, if you have not heard from me again by Friday 8 December, please assume that you have not been shortlisted for interview.

I look forward to receiving your application.

Yours faithfully



Gemma Greenhalgh
Head of School

Encs: Generic Job Description
Post Details
Application Form and Equal Opportunities Monitoring Supplement