



November 2024

Dear Applicant

Midday Assistant at Geoffrey Field Junior School

Thank you for expressing an interest in the post of Midday Assistant.

We strongly believe that every child in our school should be given the very best opportunities, learning and experiences that we can offer and therefore this role will be vital in ensuring children are happy and supported during their midday break.

If you are invited for interview we will arrange a full tour of the school. In the meantime, if you are not familiar with our school, you may wish to look at our school website to get a feel for what is important to us and our community.

Along with this letter, you should find enclosed an application form, childcare disqualification declaration, privacy notice, job description, and person specification. Please consider the latter two when making your application.

If you would like to discuss this role further, or you have any queries, please do not hesitate to contact the school business manager: bursar@geoffreyfield-jun.reading.sch.uk

To apply for this role please return your completed application form and childcare disqualification declaration by email to: recruitment@geoffreyfield-jun.reading.sch.uk I look forward to receiving your application.

Yours sincerely,

Ms R Brown

Headteacher

