

St. Ann’s School  
Springfield Road

Hanwell

London W7 3JP   
Tel: (020) 8567 6291   
Email: [adminmail@st-anns.ealing.sch.uk](mailto:adminmail@st-anns.ealing.sch.uk)   
Headteacher: Timmy Holdsworth

Dear Applicant,

Thank you for your interest and request for an application pack for the post of Scale 4 Special School Support Assistant at St. Ann's School.

I enclose an application form, job description and a person specification.

Please ensure that when writing your supporting statement, you address the Person Specification points individually (Points 1-14). Please make your responses very clear by numbering each point in line with the Person Specification.

Your statement will be used by the selection panel to compose the short list and if you do not address each of the 14 points specified you will not be called for interview.

Short listing will take place on Friday 4th July 2025 and applicants called for interview will be contacted on that day. If you have not heard from us by the end of 4.7.2025, please assume that on this occasion you have not been successful.

Interviews will take place on Monday 7th July. The schedule for interviews is as follows:

The interview will consist of three components:

9.30-10.00: Written task

10.15 – 11.00: Class based session

11.15 onwards: Formal Interviews. You will be advised of the time of your interview if you are successful in the Written Task / Class based session.

I look forward to receiving your completed application form, which must reach school by midday on Friday 4th July 2025.

Please email your completed application form to hr@stanns.ealing.sch.uk.

Yours faithfully



Timmy Holdsworth