

Tuesday, 19 October 2021

Dear Applicant

The Governors are looking to appoint two enthusiastic and dedicated Teaching Assistants to join our team at our successful village school. Thank you for expressing an interest in the post. Working alongside a Class Teacher, the successful applicants will fulfil a broad range of learning support services.

We have enclosed an application form and a range of documents to give you some further information about the school.

If you have any queries do not hesitate to contact the school either by telephoning 01522 730244 or by email at admin@ingham.lincs.sch.uk. Visits to the school prior to application are welcomed; please contact the school to arrange.

What to do now?

Listed below are the requirements for making your application.

- Please complete the form digitally.
- Please attach a covering letter of no more than 2 sides of A4. All applicants are requested to emphasise the skills they have that will be relevant to this post. Please relate your application to the person specification and job description. You should bring your proofs of qualifications and proofs of right to work in the UK, to the interview.
- Deadline date for applications is 12.00pm on Friday 5 Nov 2021
- Interviews are to be held at the school.
- Candidates will be informed whether they have been successful on the day of the interview. Our Headteacher will provide feedback.
- If you require confirmation of receipt of your application will you please enclose a stamped addressed envelope marked 'Receipt of application.'

An application form is enclosed within the pack.

