



Woodland Middle School

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Email: office@woodlandacademy.co.uk www.woodlandacademy.co.uk

Headteacher: Mr J. Conquest BSc

October 2021

Dear Applicant

Re: Application Pack

Thank you for your enquiry regarding our advertised Teaching Assistant vacancy. An application form is enclosed, together with the following documents.

- Job Advert
- Application Guidelines
- Person Specification
- Job Description

Please refer to the person specification when completing the form. Your completed application form should clearly describe how you meet each of the criteria that have been identified as being necessary for this post as this will form the basis of shortlisting candidates.

Completed forms should be returned to: Tia Brown, Woodland Middle School Academy, Malham Close, Flitwick, Bedfordshire, MK45 1NP or by email to brownt@woodlandacademy.co.uk

The closing date for completed application forms is 12 noon on **Friday 15th October**. Interviews will be held week commencing **18th October 2021**.

Interviews will be granted to those candidates who meet or exceed our person specification criteria and whose written applications are of a suitable quality and impression. A successful candidate will have references requested and be subject to an enhanced DBS check

If you require any further information, please contact Mrs Brown on 01525 750400.

We look forward to receiving your application in due course.

Yours sincerely

Mr J Conquest
Headteacher



IVET Quality Mark



SCHOOL
MEMBER