Dear Applicant

Post of: Teaching assistant grade 1

West Pelton Primary School

I have pleasure in enclosing a standard application form which I would ask you to complete and return to Julie McDowell, West Pelton Primary School, Twizell Lane, Stanley, DH1 6SQ or email j.mcdowell103@durhamlearning.net by no later than Thursday 29th June at 12 noon.

We anticipate that a shortlist of candidates will be drawn up on Friday 30th June, in order to enable interviews for the post to take place on Thursday 6th July 2017. It is anticipated that the successful candidate will take up duty on Monday 4th September 2017.

I have also enclosed the following information which I hope you will find helpful.

• Job description

• Person specification and criteria for selection

• Job advert

• Safer Recruitment Information

Further information about the school is available on our website:

westpelton.com

Visits to the school are strongly encouraged and can be arranged by contacting the school office on 01913700238.

I thank you for your interest in the post and wish you well should you decide to proceed with your application.

Yours faithfully

Miss Julie McDowell

Head teacher