

WEST SUSSEX COUNTY COUNCIL
FAIRWAY INFANT SCHOOL
FAIRWAY, COPTHORNE, CRAWLEY, WEST SUSSEX RH10 3QD

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February 2015

Dear Candidate

Re: Vacancy for Teaching Assistant

Thank you for your interest in the Teaching Assistant position at this school.

This application pack contains:

- a Job description
- a Person specification
- an Application form and Safer Recruitment form

We look forward to receiving your application. The closing date for applications is **Monday 16th March**. Shortlisted applicants will be contacted soon after the closing date about arrangements for interviews. Interviews will be held on **Friday 20th March** and applicants invited for interview will be contacted by phone or email.

The application form asks for the names and addresses of at least two referees. One of these should be your present or last employer. If you do not wish references to be taken up prior to interview, you need to indicate this clearly on the application form. However, please be aware that, should you be successful at interview, your appointment will not be confirmed until we have received two satisfactory references.

Please note, because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will be done by means of applying for an "Enhanced Disclosure". Enhanced Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Your appointment will not be confirmed until we have received the Enhanced Disclosure.

Thank you for the interest you have shown in our school.

Yours sincerely



Bridget Davison
Headteacher