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March 2020



Thank you for your request for the enclosed application form for the post of:

Class Teacher

Please find enclosed

- Application form
- Job description
- Person specification

Completed application forms may be emailed, posted or delivered by hand to the above address by the closing date. Should you require an acknowledgement, please enclose a stamped addressed envelope. If you have not heard from me within 30 days of the closing date, your application will have been unsuccessful on this occasion.

COMPLETING THE APPLICATION FORM

Your application will be judged against the Job Description and Person Specification for the post. Please make sure that you:

- Refer to each point of the Person Specification (essential requirements of the post);
- Give details of your experience in each area listed; include relevant details of current and previous jobs;
- Remember – experience gained outside paid employment may be just as important – for example, voluntary work, household administration.

Should you require further assistance regarding your application, please do not hesitate to contact me. Visits to the school are welcomed. Glenfield Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The closing date for applications is **Tuesday 21st April 2020**. Interviews are to be held at the school on Tuesday 28th April 2020.

May I wish you every success with your application.

Yours sincerely

Lois Gennings
School Business Manager
Encs

