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Ashdown House
Johnson Road
Sittingbourne
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ME10 1JS

February 2019

Dear Applicant,

Teaching Assistant, part-time

Thank you for your enquiry about this vacancy. This letter forms part of the applicant pack which includes an application form and details of the post. Should you wish to apply, I would be grateful if you could complete the application form and return it with a covering letter outlining how you meet the requirements of the person specification and job description.

The closing date for applications is 4th March 2019 (12 noon). Interviews will be held during the week commencing 11th March 2019.

Meopham School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check.

As a school dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all, regardless of age, social class, disability, religion, ethnic origin or sexual orientations, within the context of a detailed person specification.

I look forward to receiving your application.

In view of the large number of applications received, we are unable to reply to each applicant individually. If you have had no response from us within four weeks of the closing date, please assume you have been unsuccessful. Please be assured however, that each application will be carefully considered.

Thank you for your interest in Meopham School.

Yours sincerely,



Mrs S Dickinson
Headteacher
Meopham School