



DOWNSEND SCHOOL

October 2019

Dear Applicant

Teaching Assistants – part-time and full-time

These roles are based at:

**Downsend Pre-Prep Leatherhead
13 Epsom Road
Leatherhead
KT22 8ST**

Thank you for your interest in the above vacancies.

I am pleased to enclose:

- An application form
- Application guidelines
- A job profile

Downsend is a co-educational day school, providing education for children aged 2 – 13 years. With three separate pre-preparatory schools, each with its own Head and dedicated staff, and a preparatory school for the older children, Downsend is a thriving and vibrant school which provides a refreshingly different education through a broad based curriculum leading to outstanding academic success.

We are looking to appoint suitably qualified and enthusiastic people to work as part of our team in Leatherhead. You will be required to carry out the role of Teaching Assistant to assist in promoting the education, welfare and personal care of pupils, having regard to the aims and objectives of our Pre-Prep Schools. The attached job profile gives an indication of the tasks and responsibilities involved in this role but can only give a list of duties and cannot fully convey how the school works. Therefore, if you would like further information about the role, or to visit the school please contact Sue Wood, HR Administrator on 01372 385419 or by email: sue.wood@downsend.co.uk

Normal school hours are 8.30am to 3.30pm, 5 days a week, term time only. There is also the possibility of additional hours during the holidays within our Early Years Plus holiday club

The salary level will be subject to experience and qualifications.

If you wish to apply for this post, please return the completed application form, stating whether you are interested in a full-time or part-time post, together with a covering letter explaining:

- i) your reasons for applying for the post; and
- ii) how your knowledge, skills and experience match those required.

You may also send a CV if you wish, but this must be in addition to the application form, **not** instead of it.

The closing date for applications is **8 November 2019** with interviews taking place week commencing 18 November. Candidates will be contacted promptly if they have been selected for interview. All applicants will be advised of the outcome of their application.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or Overseas Checks for all other countries in which the candidate has lived or worked (for 3 months or more in any one country in the last 10 years) and their country of origin.

Please do not hesitate to contact me if you have any questions, and I look forward to receiving your application.

Yours sincerely



Vanessa Conlan

Headteacher

Downsend Pre-Prep Epsom and Pre-Prep Leatherhead