



Hardwick Community Primary School,
Limes Road,
Hardwick,
Cambridge CB23 7RE
Telephone: 01954 210070
Fax: 01954 210095

Co Headteachers Mrs Ruth French
Mr Andy Matthews

Dear Applicant,

Thank you for your interest in applying for the post of Teaching Assistant at Hardwick Community Primary School. With this letter you should find;

- the Job Description and Person Specification for the post,
- the Application Form for the post.

The position has just arisen as one of the teaching assistants who supports this child has accepted another job. The hours needed are currently all day Thursday and Friday. As another TA will be supporting the child all day Monday - Wednesday the hours in this instance are not negotiable. As the pupil will be transferring to Secondary School at the end of the academic year to the position is only temporary the end of the Summer Term.

The Governing Body are keen to ensure that the recruitment process is both fair and transparent at all stages. If there is additional information that you require, please do not hesitate to request it from the school. Any such information will be made available to all interested candidates. The Governing Body of Hardwick Community Primary 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 post will be subject to an enhanced CRB check. If you have not already done so, you will also need to visit our school website at www.hardwickprimary.co.uk to follow links to our prospectus, further information about the school and village, and access our child protection policy.

Visits to the school will be warmly welcomed. To arrange a mutually convenient time to visit, please contact myself on the telephone number given above, or by email, head@hardwick.cambs.sch.uk.

All applications will be assessed against the requirements of the Job Description and the Person Specification. Completed application forms should be returned to myself at the school.

The deadline for receipt of applications is Friday 12th March. Short-listed candidates will be contacted the same day as the interviews will be held on Friday 19th March.
Yours faithfully

Ruth French
Headteacher