

Barncroft Primary School

Park Lane

Havant

Hampshire

PO9 3HN

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Email: adminoffice@barncroftprimary.hants.sch.uk

Headteacher: Mrs Julia Roberts

Business & Admin Manager: Mrs Sally Blackhall



This letter is available in larger print format if required

23rd July 2019

Dear Candidate

Special Needs Assistant

Please find enclosed the job description, personal specification and application form for the position of a temporary Special Needs Assistant at Barncroft Primary School. The working hours are 8.30am-3.30pm, term time plus one additional week. For post 1 there is an additional 15 minutes on Monday, Wednesday, Thursday and Friday. As there are three different positions available please ensure you clearly mark the position(s) you are interested in. Details of each post are set out in the advert.

For an application pack please contact our Business and Admin Manager, Sally Blackhall on 02392 482331 or by email at adminoffice@barncroftprimary.hants.sch.uk or go to our website www.barncroftprimary.co.uk. Please note the school office is closed from 5pm on Friday 5th August to 9am on Monday 2nd September.

Please complete all parts of the application form. We are happy to accept this by email or post. If you choose to send your form by email please send to adminoffice@barncroftprimary.hants.sch.uk.

Please note that we do not accept a CV as part of the application but require a fully completed application form and all correspondence in regard to your application will be by email.

Closing date for applications is noon on Friday 13th September 2019.

The interview date for all positions is Thursday 19th September 2019 and positions are to start as soon as possible after this subject to the appropriate safeguarding checks.

Thank you for your interest in the school. We wish you every success with your application.

Yours sincerely

Julia Roberts
Headteacher



The Barncroft Vision: To be an inclusive school in which all children enjoy an outstanding learning experience, make good progress and leave us as responsible happy citizens.

