

April 2024

Dear

In response to your recent request regarding the vacancies for the Early Years Assistant positions at Caverstede Nursery School, I have pleasure in enclosing a Job Pack. In it you will find the relevant job description & person specification, application form & guidance notes.

It is extremely important that you read the guidance notes on completing the application form before you make any attempt at it. We will decide on whether to call you to interview or not, SOLELY on the basis of how you meet the criteria on the Person Specification, enclosed with the job pack. To do this effectively you will be required to demonstrate your understanding, experience and give examples, where you can, for each of the criteria listed.

Please note you must hold a Level 3 Childcare qualification that allows you to work in an Early Years Setting. Please also note that if you obtained your qualification since 1<sup>st</sup> September 2014, you must also hold suitable level 2 literacy and numeracy qualifications, such as English and Maths GCSE Grade C (Grade 4) or above, or functional skills in English and Maths Level 2, or equivalent. If you are unsure, please contact the School to confirm. Please send a copy of your qualification Certificates with your application form and covering letter.

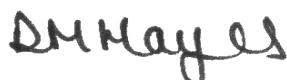
Please make it clear within your application, or letter, your preference of 32.5 hours or 35 hours per week.

If you would like to visit the school please contact us to arrange a suitable date and time.

Once you have fully completed the application form please return it to me at the address or email below on or before the advertised closing date. If you have not received a reply within 4 weeks of the closing date, you can assume that your application has been unsuccessful.

Thank you for your interest in this post, and we wish you every success with your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'DM Hayes'.

Debbie Hayes  
Headteacher