



St Ann's School

Springfield Rd

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www.stannsschool.co.uk

Head Teacher: Mr. Timmy Holdsworth

April 2024

Dear Applicant,

Thank you for your interest and request for an application pack for the post of School Meals Supervisory Assistant. I enclose an application form, a job description and a person specification.

Please ensure that when writing your supporting statement you address the **Person Specification points individually (Points 1-14). Please make your responses very clear by numbering each point in line with the Person Specification.**

Your statement will be used by the selection panel to compose the short list and if you do not address each of the **14 points specified you will not be called for interview.**

Short listing will take place on Tuesday 7th May and applicants called for interview will be contacted on that day. If you have not heard from us by the end of 7.5.2024 please assume that on this occasion you have not been successful.

A group visit for applicants has been organised on Monday 29th April at 11.45-12.45am. Attending this visit is strongly recommended, although it is not part of the interview process. Please email the school office to confirm that you would like to attend this visit.

Interviews will take place on Monday 13th May. The schedule for interviews is as follows:

The interview will consist of three components:

11.15-11.145 Task

12.00-12.30 Class based session

12.45 Formal interviews - Formal Interviews – you will be advised of the time of your interview if you are successful in the Written Task / Class based session.

I look forward to receiving your completed application form, which must reach school by midday on Friday 3rd May 2024. Please email your completed application form to ssandhu@st-anns.ealing.sch.uk.

Yours faithfully

Timmy Holdsworth
Head Teacher.



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