



Russell House

Dear Applicant,

Thank you for your interest in the full-time position of Teaching Assistant (Years 5 & 6) at Russell House.

This is an ideal role for someone who enjoys working with able young children in a supportive and nurturing environment. Working alongside other passionate and experienced practitioners, you will have the opportunity to be a part of something important, the education of our brightest and best as well as supporting those who need it. Experience of working with young people and promoting academic excellence will be valuable.

This is a rare and wonderful opportunity to join our calm, happy school. You will work closely with the Heads of Maths and English and other key staff to meet the needs of the children as they reach the top of the school and prepare to make the all important transition to secondary school at age 11.

I would be delighted to receive an application from you for this appointment. Please complete the Application Form, accompanied by a **handwritten** letter outlining why the post appeals.

You may choose to send your application electronically to head@russellhouse.kent.sch.uk. Alternatively, send all original documents to me by post if you would prefer at: Russell House, Station Road, Otford, Kent, TN14 5QU.

The closing date for receipt of completed applications is 4.15pm, Tuesday 22nd April 2025. Interviews for the position will be held in the weeks commencing 28th April and 5th May.

I look forward to hearing from you and I hope we will meet in due course.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'C McCarthy', with a horizontal line underneath.

Mr Craig McCarthy