Russell House

Dear Applicant,

Thank you for your interest in the position of Teaching Assistant with Games at Russell House. I enclose details of the appointment as requested. This is a rare opportunity for which we are able to offer a competitive full time salary, pension and a fundamentals health cash plan.

I would be delighted to receive an application from you for this appointment. Please complete the Application Form which you may choose to return to me electronically at head@russellhouse.kent.sch.uk accompanied by a scanned **handwritten** letter outlining why the post appeals to you. Alternatively, send all original documents to me by post if you would prefer to:

FAO: Mr Craig McCarthy
Headmaster
Russell House
Station Road
Otford
Kent TN14 5QU

The closing date for receipt of completed applications is 4.30pm, Thursday 19th November 2026. Interviews for the position will be held in the week of 23rd November 2026.

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

Yours sincerely,



Mr Craig McCarthy