

October 2021

Dear applicant

Application pack for the post of Support Assistant, EAL- Level 2

Thank you for your interest in the above vacancy.

You should find enclosed:

- the job description
- the person specification
- an application form

If you wish to apply for the post, you should return two documents:

- **Application Form**

Please complete all parts of the application form as fully as possible. These should be returned to Dawn Coffell at Jesmond Park Academy, Jesmond Park West, Newcastle upon Tyne NE7 7DP or emailed to dcoffell@jesmondparkacademy.org.uk by 9am on **Monday 8th November 2021**. Interviews will take place on Thursday 11th November 2021.

Steve Campbell Principal

Hugh Robinson CEO

Jesmond Park West, Newcastle upon Tyne, NE7 7DP

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It is the academy's view that completing the application form is the simplest method of ensuring that you provide all the information that we require in order to consider your application. We therefore strongly encourage you to only complete the application form and not submit a CV.

I look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S. Campbell', written in a cursive style.

STEVE CAMPBELL
PRINCIPAL