



Woodland Middle School

Malham Close, Flitwick, Bedford, MK45 1NP Tel: 01525 750400 Fax: 01525 750401

Email: office@woodlandacademy.co.uk www.woodlandacademy.co.uk

Headteacher: Mr J. Conquest BSc

June 2024

Dear Applicant

Re: Application Pack

Thank you for your enquiry regarding our advertised Teaching Assistant vacancy. An application form is enclosed, together with the following documents.

- Job Advert
- Application Guidelines
- Person Specification
- Job Description

Please refer to the person specification when completing the form. Your completed application form should clearly describe how you meet each of the criteria that have been identified as being necessary for this post as this will form the basis of shortlisting candidates.

Completed forms should be returned to: Tia Brown, Woodland Middle School Academy, Malham Close, Flitwick, Bedfordshire, MK45 1NP or by email to brownt@woodlandacademy.co.uk

The closing date for completed application forms is 12 noon on **Friday 5th July 2024**. Interviews will be held week commencing **Monday 8th July 2024**.

Interviews will be granted to those candidates who meet or exceed our person specification criteria and whose written applications are of a suitable quality and impression. A successful candidate will have references requested and be subject to an enhanced DBS check

If you require any further information, please contact Mrs Auburn on 01525 750400 Ext: 217.

We look forward to receiving your application in due course.

Yours sincerely

Mr J Conquest
Headteacher

