



Acacias Community Primary School

*Rooted in kindness & respect, growing with
equality and courage.*

Alexandra Drive,
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Headteacher

Mr D Griffiths

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Deputy Head

Mr A Litchfield

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6th June 2025

Dear Applicant,

TA2 (Full Time or Part time (3 days), Temporary 1 year, Term Time 39 weeks)

Thank you for your interest in the position of TA2 at Acacias. We have vacancies for both full time staff (35 hours) or part time staff (21 hrs - 3 days), both roles would initially be on a temporary one year contract starting on 1st September 2025. The application pack consists of an application form, job description, person specification and school context. It is important you follow the guidance notes included in this letter to maximise your chances of being shortlisted as we anticipate that there will be a large volume of applications for the position.

- Please complete the Acacias application form fully, do not submit a curriculum vitae or any other format of application form.
- In completing the application form please ensure you demonstrate how you meet every point marked with an asterisk in the person specification. Please ensure that you include actual examples of what experience you have that enables you to meet the person specification.

The closing date for applications is 12.00 noon on 27th June 2025. Late applications will not be considered. Applicants who have not been contacted by the 1st July have not been shortlisted.

Yours faithfully,

Mr D Griffiths
Headteacher