



# Acacias Community Primary School

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

Alexandra Drive,  
Burnage,  
Manchester.  
M19 2WW

Headteacher

Mr D Griffiths

Telephone

(0161) 224 1598

Deputy Head

Mr A Litchfield

Email

admin@acacias.manchester.sch.uk

Website

www.acacias.manchester.sch.uk

6<sup>th</sup> June 2025

Dear Applicant,

## **TA4 (Full Time, Permanent, Term Time 39 weeks)**

Thank you for your interest in the position of TA2 at Acacias. This is a permanent post starting on 1<sup>st</sup> 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 23<sup>rd</sup> June 2025. Late applications will not be considered. Applicants who have not been contacted by the 25<sup>th</sup> June have not been shortlisted.

Yours faithfully,

Mr D Griffiths  
Headteacher