

Rossington Way
Southampton
SO18 4RN

Telephone: 023 8022 7966

Email Headteacher: head@glenfieldschool.co.uk
Email office: info@glenfieldschool.co.uk



October 2025

Thank you for your request for the enclosed application form for the post of:

Teaching Assistant – 30 hours per week, term-time only

Please find enclosed

- Application form
- Job description
- Person specification

Completed application forms may be emailed to lgennings@glenfieldschool.co.uk, posted or delivered by hand to the above address by the closing date. If you have not heard from me within 14 days of the closing date, your application will have been unsuccessful on this occasion.

COMPLETING THE APPLICATION FORM

Your application will be judged against the Job Description and Person Specification for the post. Please make sure that you:

- Refer to each point of the Person Specification (essential requirements of the post);
- Give details of your experience in each area listed; include relevant details of current and previous jobs;
- Remember – experience gained outside paid employment may be just as important – for example, voluntary work, household administration.

Visits to the school are welcomed and can be arranged by telephoning the school office on 02380 227966. Glenfield Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The closing date for applications is 1st December 2025 but we reserve the right to appoint a person ahead of the closing date, should a suitable candidate be found before 1st December 2025 so please do not delay sending your application form to us.

May I wish you every success with your application.

Yours sincerely

Lois Gennings
School Business Manager