



**HERTFORD
SCHOOLS**

HERTFORD JUNIOR SCHOOL

Lynchet Close, Brighton. BN1 7FP

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Executive Headteacher: Zoe McGuigan

Heads of School: Justine Harvey and Rachael Durneen

June 2020

Dear Applicant

Thank you for expressing an interest in our vacancy.

Please find enclosed:

- An application form
- The job description
- The person specification

We are seeking to appoint an enthusiastic, highly motivated and dedicated Level B Inclusion Assistant to work under the instruction/guidance of teaching staff and the Head of Inclusion to undertake work/care/support programmes, to assist the teacher in the management of pupils and in and out of the classroom. Work will mainly be carried out in 'Green Base', which is the Nurture Classroom.

For any further information or a chance to look around our school please contact Mrs Alison Macey on 01273 552931 (Mon-Thurs) and 01273 557341 (Fridays) or email: alisonmacey@hertfordjun.brighton-hove.sch.uk

Yours sincerely

Mrs Alison Macey
School Business Manager



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