



**HERTFORD  
SCHOOLS**

# **HERTFORD JUNIOR SCHOOL**

Lynchet Close, Brighton. BN1 7FP  
Telephone: (01273) 557341 Fax (01273) 557384

Email: [admin@hertfordjun.brighton-hove.sch.uk](mailto:admin@hertfordjun.brighton-hove.sch.uk)  
Website: [www.hertfordjun.brighton-hove.sch.uk](http://www.hertfordjun.brighton-hove.sch.uk)

Executive Headteacher: Zoe McGuigan  
Heads of School: Justine Harvey and Rachael Durneen

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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

Hertford Junior School is a vibrant junior school, and is part of the Hertford Schools Federation. We have a friendly, hardworking and supportive staff team. We are seeking to appoint an enthusiastic, highly motivated and dedicated Inclusion Assistant to work every morning with a child with additional needs, and in the afternoons to work with the Literacy Support Service Teacher to deliver specialist programs of support to individuals and groups.

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](mailto:alisonmacey@hertfordjun.brighton-hove.sch.uk)

Yours sincerely

Mrs Alison Macey  
School Business Manager



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