



Eden Primary, 79 Creighton Avenue, London N10 1NR Tel 0208 883 9527
Head Teacher: Jo Sassienie jo@edenprimary.org.uk www.edenprimary.org.uk

Welcome letter from the Head Teacher including how to apply

May 2017

Dear Candidate,

Thank you for your interest in applying for the Administrative Assistant position at Eden Primary. I hope that you will enjoy looking through the information provided and that you will decide to apply and join our team.

Eden Primary opened in September 2011. In 2012 we moved in to our beautiful new building which we designed to create a learning environment conducive to achieving the values and vision that we are committed to at Eden. It is a Jewish school that values, educates, welcomes and nurtures every Jewish child irrespective of their background, as well as children who are not Jewish, on an equal basis. It takes an innovative and creative approach to excellence in the education of young children. Children learn about their own religion, backgrounds and cultural heritage, and also understand, explore, respect and learn from the full range of religions and cultures that are part of our integrated society. We now have Reception, and Years 1-5.

I am delighted that you are considering applying to join the team of committed and enthusiastic individuals who are working closely in partnership with the Governing Body and parents to build this unique school. We are working together to develop and create a new model of education in Britain paying close attention to academic excellence in an inclusive atmosphere. There is no doubt in my mind this is an exciting opportunity and I hope you will feel the same way. If this vision sounds interesting to you, I strongly encourage you to find out more about the school and put in an application.

Who should the completed application forms be returned to?

Please post a completed hard copy of the application form and your supporting statement or letter to:

Lucy Tierney, School Business Manager, Eden Primary, 79 Creighton Avenue, London, N10 1NR

OR

Email your completed application form and your supporting statement or letter to Lucy Tierney, School Business Manager at lucy@edenprimary.org.uk.

Shortlisted candidates will be notified by telephone and also by email, and references will be taken up (with your permission) before interview.

For more information about the school please go to our website at www.edenprimary.org.uk.

With very best wishes,

Jo Sassienie

Head Teacher