



Russell House

Dear Applicant,

Thank you for your interest in the position of Teaching Assistant at Russell House. I enclose details of the appointment as requested.

I would be delighted to receive an application from you for this appointment. Please complete the Application Form which you may choose to return to me electronically at head@russellhouse.kent.sch.uk accompanied by a scanned **handwritten** letter outlining why the post appeals to you. Alternatively, send all original documents to me by post if you would prefer to:

FAO: Mr Craig McCarthy
Headmaster
Russell House
Station Road
Otford
Kent TN14 5QU

The closing date for receipt of completed applications is **4pm, Friday 9th October 2026**. Interviews for the position will be held during the week beginning 2nd November 2026.

I look forward to hearing from you and I do hope we will meet in due course.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'C McCarthy', with a horizontal line drawn underneath it.

Mr Craig McCarthy