Dear Candidate,

RE: LEARNING SUPPORT ASSISTANT

Thank you for your interest in the above post at The Olive Tree Primary School. I hope that you find the attached documents helpful in putting your application together. The documentation is designed to provide you with information regarding the school and the position.

Included in the pack is: an Application Form, a Person Specification and Job Description on which you should base your application.

The Olive Tree Primary School, Bolton, opened in September 2013 as Bolton's first Free school and has consistently proven to be a highly popular choice for parents, with a waiting list of potential pupils wanting to join.

With our values-driven Islamic ethos and technology-driven teaching and learning approach, our school vision **'Believe You Can'** is strongly based on the belief that all children and adults can and will succeed!

Our pupils are provided with inspirational education and a plethora of experiences during their learning journey at school.

If you feel you have the necessary skills to take on the challenges of a progressive school whilst reaping all the rewards, then do apply.

I look forward to receiving your completed application and wish you all the best in the recruitment process.

Yours sincerely,

Mrs Z Patel

Principal

SELECTION ARRANGEMENTS - THE PROCESS

You are asked to complete the Application Form, which you should relate specifically to the Person Specification and the accompanying Job Description.

You should ensure that your application is word processed at **size 12 font** in **Calibri font style** or hand-written in black ink or black ball-point pen (so that good photocopies can be produced) and returned marked **Confidential** to:

Mr A Musa
School Business Manager
The Olive Tree Primary School
Adelaide House,
Adelaide Street,
Bolton.
BL3 3NY.

Please ensure sufficient postage on your envelope, this will ensure your application is received on time.

Or E-Mail to: finance@theolivetreeprimary.com

Unfortunately, due to the volume of applications we receive, we are unable to acknowledge every application, however should you have any queries regarding the receipt of your application, please do not hesitate to telephone on 01204 322370.

Application Close Date: 12 noon, Monday 30th November 2026

Only candidates successful in the shortlisting process will be contacted with regards to details of the interview/assessment, and any other tasks.

PLEASE DO NOT SEND A COPY OF YOUR CV OR ANY OTHER TYPE OF APPLICATION OTHER THAN STATED ABOVE BY REGULAR MAIL OR E-MAIL AS IT WILL BE REJECTED.