



Brentry and Henbury  
Children's Centres

Brentry Lane, Brentry, Bristol. BS10 6RG  
0117 959 3800/3900

2<sup>nd</sup> September 2015

Dear Applicant

Thank you for your interest in our Brentry & Henbury Children's Centre. I am pleased to enclose a Job Description, Person Specification and an application form for the post of Nursery Assistant.

The closing date for applications is 12pm Thursday 10<sup>th</sup> September, and we will be short-listing and selecting candidates for interview shortly after that date. If you are successful, we will contact you by telephone and confirmation letter informing you of your interview date and time. Interviews will be held week commencing 14<sup>th</sup> September.

As we are a charitable organisation we are constantly aware of the need to be reduce costs and as we are expecting a large response to our advertisement we will not be contacting those who are not short listed. Therefore if you have not heard from us within two weeks of the closing date please assume you have not been successful on this occasion.

If you would like to discuss working here with us, or need any further information, please do not hesitate to contact any of the team at the Brentry & Henbury Children's Centre site on 0117 9593800. We welcome informal visits.

Yours sincerely

David Jones  
Director