





School

St. Mary's CE Primary School, East Grinstead

Post

Teaching Assistant
& Midday Meals Supervisor

Contract

1 x Term Time Only Fixed Term contract
November 2026 – July 2027

Salary

32.5 hours TA Contract @ Grade 3 FTE
£24,796

Start Date

Tuesday 3 November 2026

The Role

We are looking for a very special person to join our team of Teaching Assistants working within our Early Years classes, under the guidance and support of the Class Teachers.

We are looking for someone who can:

- Demonstrate a positive outlook and enjoy working as part of our team
- Work under guidance but be able to use their own initiative
- Support children in their learning and encourage independence
- Assess and track pupil progress, keeping accurate records
- Manage behaviour in a calm, positive manner using a range of strategies
- Make sure children feel safe, secure and good about themselves
- Support and foster the school's inclusive, Christian ethos and promote emotional well-being
- Cater to the range of needs of individual children

Person specification

ESSENTIAL	DESIRABLE
Qualifications	
Relevant NVQ childcare qualification or equivalent	- GCSE Grade C literacy and numeracy - First Aid Training - Safeguarding Training
Experience	
- Experience of working with young children - Experience of working as part of a team - Experience of organising activities/experiences for children - Experiences of working in a school environment	- Able to work under direction and on own initiative - Experience of working with children in the Early Years Foundation Stage - Experience of working with children who have special educational needs - Experience of applying targets from individual educational plans - Record keeping for SEN/foundation stage/primary aged children
Knowledge	
- Be willing to gain knowledge of the learning processes and needs of specific children - Health & Safety - Child protection/safeguarding - Equal opportunities and inclusion - Child development - Knowledge of acceptable behaviours for children of different ages	- Understanding of how to ensure good behaviour through positive reinforcement - Knowledge of Special Educational Needs, in particular speech and language, learning skills, social interaction and self-help skills - Knowledge of the Early Years Foundation Stage/National Curriculum
Personal Qualities and Skills	
- Calm and patient - Empathetic - Organised and reliable - Confidentiality - Resourceful and flexible - Tolerant - Effective Communicator	



The St. Mary's Way

Our teaching, learning and behaviour are all steered by the St. Mary's Way. The staff team and pupils have worked together to agree a set of principles for strong teaching and learning and what this means for everybody in our community.

We are continuing to build on this over the next year, looking at The St. Mary's Learner, The St. Mary's Friend and The St. Mary's Citizen.

Strong Professional Development

Our pupils are not the only learners in our community – we are keen to develop a professional learning community, where every member of our community is growing and developing.

St. Mary's is part of the Hurst Education Trust – as part of this group of schools we have been able to access

professional development in Phonics, reading and writing just this year. Staff across the schools meet regularly to share good practice and learn from each other.

We are also able to support staff who wish to develop and move higher in their chosen careers, in the past couple of years we have supported a TA to become a Teacher through the Graduate apprenticeship scheme, supported 5 members of our teaching team to complete National Professional Qualifications, trained 2 Higher Level Teaching Assistants and 2 Emotional Literacy Support Assistants. Beyond the school there are opportunities for growth and development in the HET schools.

Wellbeing

Staff and pupil wellbeing is important to us. For pupils, we have dedicated staff to support them through times of vulnerability. Children leave confident, independent and 'secondary school ready'. We value and promote staff wellbeing. Our policies and actions reflect the importance we put on a work/life balance.

Strong Academic Achievement

We have high expectations of all our children, and they are supported to achieve well across the curriculum. SEND children are included across the curriculum and make good progress whilst high performing children have access to deeper levels of challenge to ensure that they are stretched.

Family Ethos

The community of St. Mary's is an extended family - where everyone belongs. Many visitors comment on this atmosphere as they tour the school. Our staff and children care for each other in a genuine way—we celebrate our Christian Values and they shine through our school.

Broad, balanced and creative curriculum

Our curriculum engages and inspires children. It allows them to develop independence and a responsibility for their learning that we believe helps them stand out and gives them lifelong skills and love of learning.

Teachers work in Year Group teams for planning English and the wider curriculum. Topics are developed around 'stunning starts', 'marvellous middles' and 'fabulous finishes'. A visitor, a fake letter, a mysterious object, a treasure hunt, a trip out or a feast... there is always something fun going on in our school!

Special events

As well as celebrating national days such as World Book Day, Safer Internet Day and Anti-Bullying Week, we organise many special events ourselves. Our annual 'Curriculum Week' is a chance for the children to work on exciting projects beyond the classroom curriculum. In the past we have had visits from authors, professional athletes and musicians that the whole school has benefited from. Parents are regularly invited in to share and celebrate their children's learning.

Strong Sporting Track Record

Sport is an integral part of school life at St. Mary's, and our aim is to ensure that the children enjoy sport and keep fit and healthy. We encourage all the children to reach their full potential. For several years now we have achieved the Gold level of School Games Mark due to the amount and range of fixtures our children are lucky enough to attend. We offer a wide selection of sports clubs run by staff and outside agencies as part of the extended school day.

*"Everyone is welcome
at St. Mary's"*

Year 6 pupil

*"St Mary's is a lovely school,
and the children are kind
and respectful"*

Year 6 pupil

*"I like everything about
my school"*

Reception pupil

*"I like that every day there is
something new we learn"*

Year 4 pupil

Why choose St. Mary's?

Our Christian Vision

At St Mary's we inspire curious, resilient learners, who flourish in the world God has created. We have a responsibility to love and serve others, guided by the scriptures and teachings of Jesus.

"We love because he first loved us."

1 John 4:19

Service We always go the extra mile for our school, community and the wider world	Hope We celebrate our achievements and aim to be the best we can be	Responsibility We are accountable for our actions
Creativity We think outside the box	Love We respect and care for each other	Perseverance We have a positive attitude towards our work and learning

Feedback from Parents and Staff

"It is great to work for a supportive and forward-thinking team that value professional development and inclusion."

Teacher

"The school is very friendly, and the children really seem to care for each other. Both of ours enjoy coming to school."

Parent

"The interaction I receive as a parent is very good and I find the school supportive and responsive."

Parent

"St. Mary's is a wonderful school. I have thoroughly enjoyed my children attending and would recommend the school whole-heartedly."

Parent

"There is a wonderful, happy team with a supportive leadership group"

Teaching Assistant

"The staff have been wonderful, and I can't thank the school enough for providing such a valuable opportunity through the Burrow."

Parent

(The Burrow is St Mary's Nurture provision)

"All the staff work so hard to help every child reach their full potential and for that we thank you!"

Parent

"The team at St. Mary's are welcoming and supportive. I completed my work experience here over 10 years ago and loved every second. Working here has been amazing!"

Teacher

"You can have your cake and eat it – learn, work hard and have a family life!"

Teaching Assistant



Hurst Education Trust

The Hurst Education Trust (HET) is a Multi-Academy Trust set up by Hurstpierpoint College in collaboration with the Diocese of Chichester. It exists to provide a unique offer to local schools in the Mid Sussex area.

Academic excellence is the foundation of a HET education, because we believe it opens doors to the future. Therefore every child is challenged and supported along the way in our friendly and warm community.

We are ambitious for each of our pupils and who they can become and we encourage each pupil to engage and enjoy all aspects of school life.

We want our pupils to learn the importance of certain values: a sense of duty, an awareness of right and wrong and a respect for others. We want pupils to be ambitious with a clear sense of purpose, to acquire a balanced view of life and develop into independent, mature individuals.

Schools within the Hurst Education Trust receive a high quality education support package focused on the journey to "Exceptional". There are also opportunities for HET Schools to work together on a range of areas from curriculum, SEN and teaching to sport, the arts etc. as well as to access some of the Hurst College facilities. Importantly, schools retain their individuality, including their name, uniform and branding.

The Trust and its schools are open, welcoming and inclusive, embracing pupils of all faiths and none, committed to the flourishing of all of its pupils.

Diversity will be celebrated and equal opportunities available to all. It is our belief that there are core common values universally recognised across faith boundaries, dignity, compassion, the removal of disadvantage and discrimination, empathy and encouragement which help foster and create a positive school environment in which all individuals can thrive and grow.

As ever

Tim Manly

CEO Hurst Education Trust

www.hurst.education



Apply

The application process

Visits to the school will be warmly welcomed. Please contact our School Office on **01342 323858** or email **office@stmaryseg.co.uk** to arrange.

Please apply using our Application Form which may be submitted by e-mail to the School Business Manager, Sarah Francillia at **sbm@stmaryseg.co.uk** or by hand/post to:

Sarah Francillia
St. Mary's C of E Primary School, Windmill Lane, East Grinstead, West Sussex, RH19 2DS.

The closing date for applications is:
Monday 19th October 2026

Interviews will be held on:
Friday 23rd October 2026

Start Date: **Tuesday 3rd November 2026**

Safeguarding and equal opportunities

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be subject to satisfactory references and Disclosure and Barring checks. The school is an equal opportunities employer.

Hurst Education Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the pre-employment medical questionnaire, relevant

original ID documentation and examination certificates. The Trust understands that a robust, fair and transparent recruitment and selection policy plays a central role in achieving this aim.

Terms and conditions

National School Teachers' Pay and Conditions apply.

St. Mary's C of E Primary School

Windmill Lane, East Grinstead, West Sussex, RH19 2DS

Hurst Education Trust

College Lane, Hurstpierpoint, Hassocks, West Sussex, BN6 9JS



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