



Key Information Sheet for KS1 Teaching Assistant

Great Sampford Primary School

This sheet sets out the key information for candidates applying for the above post. Please read this information carefully and retain this sheet for reference during the application process.

Application process

Applicants must complete the application form and submit it to the school by no later than 13:00 on the closing date of Friday 13th June 2025. Please ensure that you complete every section of the form carefully – incomplete application forms may be rejected. All applicants are strongly advised to read the job description and person specification for the post prior to submitting the application.

Selection process

Applicants will be assessed against the person specification for the role. All shortlisting applicants will be invited to a face-to-face interview with the selection panel, which consists of Miss Reis (Head Teacher) and Miss Herbert (Class Teacher).

Following the face-to-face interview, we will require all shortlisting candidates to deliver a 10-minute group session on a subject / theme of their choice to see the engagement and interaction with children.

Shortlisted candidates

Applicants who are shortlisted for the post will be notified by Monday 16th June 2025.

References

Prior to the interview date, referees will be contacted to request references on all shortlisted candidates. Please ensure that you have given consent for your referees to provide a reference to avoid delays.

Interview Date

Interviews will be held at Great Sampford Primary School on Wednesday 18th June 2025. Please note the school does not reimburse candidates for interview expenses.

Further information and school visits

Applicants who require further information or would like to visit the school; should contact the school office on 01799 586 280.

Key information regarding post and terms and conditions

Support Staff

Hours per week: 20

Initial working pattern: TBC

Working weeks per year: 38 weeks

Holiday entitlement:

Part time posts

Pro- rated holiday entitlement (includes public holidays) for this post is: 43.5 weeks

The successful candidate will work during each week of term time excluding non-pupil days, unless mandatory training is scheduled for these dates.

Holiday will be deemed to be taken during school closure periods. There is no entitlement to take holiday during term time.

Probation

All individuals new to employment with the school will be required to satisfactorily complete a six-month probationary period.