



28/03/2024

Dear Applicant,

**RE: LEARNING SUPPORT ASSISTANT VACANCIES (Infant School - Full-Time) – to start ASAP**

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Thank you for your interest in our vacancy.  
Please find enclosed a Job Description, Privacy Notice and an Application Form.

**This is a Term Time role (38.6 wks per year) and Fixed Term (to 31 August 2025).**  
(LSA roles are reviewed annually subject to funding so there may be potential to extend).

Pay falls in line with Surrey Pay PS3 (£21,269 - £21,776 FTE – pay award pending for April 2024).  
The contract available is as follows:

- **5 Days – Monday-Friday 08.30-15.15 31.25 hrs p/wk Pro-rata salary = £15,720.42 - £16,386 (actual)**

Please complete the application form in full (CVs are not acceptable) ensuring you:

- Address the items on the person specification in your supporting statement
- Include a complete work/non-work history since leaving full-time education. (You must give dates and reasons for all periods when you were not working. This is a child safeguarding requirement and applications will be rejected if not all dates are accounted for)
- Supplied details of two referees (one who should be your current/most recent employer)

Please return completed applications via eTeach (or via email: [sbm@merrowfederation.school](mailto:sbm@merrowfederation.school))

- Closing Date: **MONDAY 15 APRIL 2024 – by 9am**
- Interview date: **TBC**

Please note – we are a federation of two schools, located 5 mins walk apart. LSAs are allocated to one specific site – but staff may be occasionally required to work across sites (with notice).

Please visit our website (<http://www.merrowfederation.school>) to obtain more information about our Ofsted inspections, governing body and general ethos of our schools.

*Merrow Schools Federation are committed to safeguarding and promoting the welfare of children and young people. It expects all staff and volunteers to share this commitment and the successful candidate will be required to undertake a Disclosure and Barring System check.*

Yours sincerely

SANDRA MAY - School Business Manager