



**St Thomas More Catholic Primary,  
A Voluntary Academy.**  
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Head Teacher: Mrs D Faley

November 2022

Dear Applicant

**Temporary Part Time Level 1 Teaching Assistant (9 January 2023 to 31 August 2023)  
20 hours per week - 38 weeks per year**

Thank you for your interest in the post, the application pack includes:

- Job Description
- Personal Specification
- CES Application Pack

**Recruitment Timescale:** The closing date for applications is Monday 12 December 2022 at 5pm. Selections will take place on 19 December 2022. If you have been shortlisted, we will let you know by Thursday 15 December 2022.

When completing your application form, please make sure that you refer to relevant experience and knowledge and in particular, the personal specification.

**References :** We need to receive references before the date of interview. Please make sure that you return the consent to obtain references form and also provide full details of how to contact your referees, including email address and telephone number.

**Anomalies:** As part of the interview process, any anomalies on the application form will be explored, along with your suitability for working with children. This is in line with the recommendations of Safeguarding Children: Safer Recruitment and Selection in Educational Settings, DfES 1568-2005, July 2005. I look forward to receiving your completed application; if you have any questions about the process, please do not hesitate to contact me.

Yours sincerely

Donna L Faley  
Headteacher



St Thomas More Catholic Primary A Voluntary Academy has been awarded  
Basic Skills Agency Quality Mark for standards  
The National Healthy Schools status  
Silver KS1 Sportsmark award  
Primary Science Quality Mark Silver Award