



WEST HILL PRIMARY SCHOOL

Details for submission of applications for Teaching Assistant

Application Form

The whole of your application form and any additional information will need to be photocopied for the short-listing panel and your forms should therefore be typed.

Letter of Application

CVs alone will not be considered. Please include a letter of application which addresses the criteria raised in the person specification and job description. This will be used to assess applications for short-listing and appointment. Please give examples where possible to demonstrate how you meet the criteria.

References

References for all short-listed candidates may be taken up prior to interview.

On-Line Checks

On-Line checks will be carried out for all shortlisted candidates as per KCSIE 2025.

Closing Date for Application

01/06/2026 12PM

Short-listing Date

02/06/2026

Following short-listing, candidates will be advised of interview date and procedures in writing.

Interview Date

05/06/2026

If applicants have not heard from the school by 16:00 on 03/06/2026, it can be assumed they have not been successful.

If your DBS is currently registered with the update service a mandate will be provided to the successful applicant to allow school to undertake an update service check. If you are not on the update service, the necessary ID required to carry out a new check will be requested for the successful candidate.

Proof of 'Right to Work in the UK' will be required for the successful candidate prior to appointment.

All interviewees will be informed of the outcome by telephone.