



**MAPLE PRIMARY SCHOOL, ST. ALBANS**  
**TEACHING ASSISTANT**  
**VACANCY**  
*PART TIME (Tues - Fri) - SEPTEMBER 2025*

We are looking to appoint an enthusiastic, capable and caring person, who relates well to children to take up a part-time position as a teaching assistant starting September 3<sup>rd</sup> 2025. You will become part of a dedicated and friendly team of staff, committed to providing the very best in learning support.

The role will involve working alongside the class teacher, supporting the children's learning in the classroom and working with individuals/small groups and administration support as directed.

Maple is a successful, happy and increasingly diverse school that encourages every child to be "Mindful, Aspirational, Resilient and Kind". We are looking for a candidate who is keen to play an active part in the Maple community and be a valued member of the team.

The hours worked will be from 8.30 a.m. to 3.30 p.m. Tuesday to Friday. There will also be lunchtime duties as a Midday Supervisory Assistant (MSA), each week. There may, however, be some flexibility over the hours/days, to allow for individual circumstances. The start/end times can be discussed on the selection day, if necessary.

The salary will be on H1/ H2 pay scale (pro rata) depending on experience. The pay for the MSA position will be on the HA pay scale (pro rata).

The closing date for applications will be **Thursday 26<sup>th</sup> June at noon**. A Selection Day will be held on **Monday 30<sup>th</sup> June**.

Candidates invited to attend the Selection Day will be asked to participate in a board or card game of their choice (e.g. Snakes and Ladders or Uno) with a small group of Year 2 children. This will be followed by a formal interview.

The successful candidate will be asked to complete a Criminal Records Bureau Disclosure Application form and undertake an online health check by Occupation Health. Maple School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This is a fixed term position in the first instance, with the possibility of extending, subject to budget and school requirements.

Visits to the school are warmly welcomed and encouraged, please contact the school office for further details or to make arrangements.

*We reserve the right to close the vacancy early should we find the right candidate before the interview date.*