



St Peter's C of E Junior School

A place for all to flourish

September 2026

Dear Candidate

Appointment of Teaching Assistant

Permanent, Full Time 32.5 hours, paid all year round

Salary: Grade 3, Points 5 – 7, £25,583 to £26,403 depending on experience

Thank you for your interest in working at St Peter's Junior School.

The school is seeking to appoint a full time teaching assistant to join our hard working and committed team.

This is an excellent opportunity to join a friendly and forward thinking team with a distinctive and exciting vision for the future of pupils at St Peter's Ruddington.

Enclosures

You will find attached the following documents:-

- Person specification.
- Job description.
- Application form.
- Background information about the school.

How to apply for the post

Please complete the enclosed application form as fully as possible including Section 5 (please keep Section 5 to a **500 word limit**).

Please also note the following when completing your application form:

- As you will see from the guidance in section 3, it is essential that you include and give reasons for any breaks in your employment history. Please therefore ensure you include dates of all periods of education / training /employment /voluntary experience and any periods of unemployment or other breaks.
- One of your referees should be your current or most recent employer. If this employment does not involve working with children, your second referee should be your most recent employer **in relation to your work with children**.

St Peter's Junior School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Please note that in line with the safeguarding requirements, if you are shortlisted:

- References will be requested prior to interview from your current or last employer. Referees may also be contacted by telephone.
- You will need to bring with you to the interview original documentation to prove your identity and that you have a right to work in the UK e.g. a passport.
- You will need to bring with you to the interview original qualification certificates essential to the post.





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- In accordance with Keeping Children Safe In Education (KCSIE), an online search of publicly available information will be undertaken on all shortlisted candidates to help identify any incidents or issues, which the school may wish to explore with an applicant at interview.

Please also note that if you are successful for teaching post in a school you will also be subject to a prohibition from teaching check and a disqualification under the childcare act 2006 check.

Please refer to our Child Protection and Safeguarding Policy which can be found on our website – (address above) under the 'About Us, Policies' section.

St Peter's Junior School, together with the recognised trade unions, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity or trade union membership status. This commitment will apply to recruitment and selection practices, training and development, promotion and in the application of national and local agreements in respect of pay and conditions of service. Disabled candidates who meet the essential requirements of the post will be guaranteed an interview.

Completed applications should be emailed to Mr Michael Bradley through office@stpetersjunior.org.uk to arrive no later than 12 noon on Monday 21st September 2026. Interviews will take place on Monday 28th September 2026.

Yours sincerely

Michael Bradley

Headteacher

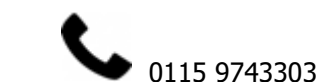
Sheila Johnson-Marshall

Chair of Governors

St Peter's Equality Statement.

As practitioners we have a responsibility to develop the whole child. We can only do this by nurturing a strong sense of self. In tandem, we need to encourage an understanding and appreciation of difference and diversity – tackling fear of 'otherness'.

Equality and diversity needs to run through everything we do – our curriculum, communication, resources and policies. Equality and diversity needs to be embedded into all aspects of our practice and held in the forefront of our consciousness.



admin.office@stpetersjunior.org.uk



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@StPetersRud