



Individual Needs Assistant (St Mary the Virgin CEP School)

Hartfield, East Sussex, United Kingdom (On-site)

JOB INFO

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| Job Identification | 1548 |
| Posting Date | 26/09/2025, 00:00 |
| Apply Before | 30/11/2025, 23:55 |
| Locations | St Mary The Virgin CE Primary School, Hartfield, TN7 4AA, GB (On-site) |
| Working Hours | 32.5 |
| Salary | £28,720 to £29,398 per annum, pro rata |
| Salary From | 28,720 |
| Salary To | 29,398 |
| Working Pattern | Full Time - term time |
| Contract Type | Fixed Term Contract |
| Number of Openings | 1 |

JOB DESCRIPTION

Hours of work: 32.5 hours per week

Working pattern: Full-time, term-time only (working for 39 weeks per year plus 5.6 weeks annual leave, which will increase after 5 years' continuous service)

(As the position is term-time only, the above salary will

be pro rata)

Fixed term: tied to the child's needs and funding

Closing date: 30 November 2025

For more information and to apply for the above post, please contact:

St Mary the Virgin CEP School
High St, Hartfield TN7 4AA

Phone: 01892 770221

Email: office@st-maryhartfield.e-sussex.sch.uk

Website: <https://pioneerfederation.co.uk/stmarys/>

Please note, we do not accept CVs.

St Mary the Virgin CE Primary School is a small, thriving, friendly, village school, with a dedicated and enthusiastic staff and happy children. We have mixed-age classes for KS1 and KS2 with Reception on its own. Our latest Ofsted Report (April 2025) said 'Pupils delight in attending this welcoming school', and 'the school's vision of pupils 'being the best that they can be in a thriving community' is evident throughout the school'. We are committed to providing a learning environment where all our children feel happy, valued, motivated, included and strive to do their best.

The Governors and Executive Head teacher are seeking to appoint an enthusiastic, self-motivated and creative INA to join our supportive and friendly team, to assist with the implementation of an EHCP in support of a pupil with complex medical needs.

This position is to support SAL and medical needs and it is vital to fully read the job description and supporting documents before applying.

The candidate must be flexible, a good manager of time, able to keep good records and make keen observations in order to support next steps of learning. The successful candidate will be able to communicate effectively with pupils, staff and visiting professionals.

You will be working alongside the Inclusion Manager to

provide specialist interventions.

There will be an additional 12 hours paid for additional meetings and training outside of the hours the child is in school over the academic year.

Please contact the school if you would like more details or visit our website for a job application form

Interview date: Week commencing 08 December 2025

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services and complete a Childcare Disqualification Application form.

This post is covered by the Childcare Disqualification Regulations 2018. The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate will be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations.

If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

ABOUT US

Additional Information

This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau). For further information about what is required in this process please go

to <https://www.gov.uk/dbs-check-applicant-criminal-record>.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.



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COMMUNITY**