Skip to main content.

Individual Needs Assistant (St Mary the Virgin VA Primary)

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

JOB INFO

Job Identification	4671
Job Category	Education
Posting Date	23/10/2026, 09:00
Apply Before	06/11/2026, 10:00
Locations	St Mary The Virgin CE Primary School, Hartfield, TN7 4AA, GB (On-site)
Working Hours	30
Salary	£25,614 per annum pro rata
Salary From	25,614
Salary To	25,614
Working Pattern	Part Time - term time
Contract Type	Fixed Term Contract
Number of Openings	1

JOB DESCRIPTION

Hours of work: 30 per week.
Working pattern: Part-time, term-time only (working for 39 weeks per year plus 6.05 weeks annual leave).
As the position is part-time/term-time only, the above salary will be pro rata.
Fixed term linked to the specific enrolment of a pupil.

Skip to main content.

Closing date: Friday 6 November, 2026 at 9:00 a.m.

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

St Mary the Virgin CE Primary School
High Street
Hartfield
TN7 4AA

Phone: 01892 770221
Email: office@st-maryhartfield.e-sussex.sch.uk
Website: St. Mary the Virgin Church of England School, Hartfield

Please note, we do not accept CVs.

We are seeking to appoint an INA to join our supportive and friendly team to assist with the implementation of a pupil's EHCP. Duties and responsibilities will include working 1 to 1 with a pupil, as well as within small groups.

The successful candidate will need to be self-motivating, flexible, a good manager of time, keep meticulous records and work as part of a team to maintain a safe and secure environment, that supports the pupils' needs and wellbeing.

Candidates with experience of working with children, and with autism and sensory needs would be beneficial but training can be given. You will be working under the direction of the Class Teacher, Head of School and SENCo

The hours for this post are :

8:30am – 3pm x 5 days a week across the lunchtime period (With 30 minutes unpaid lunch break).

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

Skip to main content.

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.

Please contact the school, 01892 770221, if you would like more details or visit our website: St. Mary the Virgin Church of England School, Hartfield for a job description and application form.

Completed application forms should be returned via email to: office@st-maryhartfield.e-sussex.sch.uk.

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.

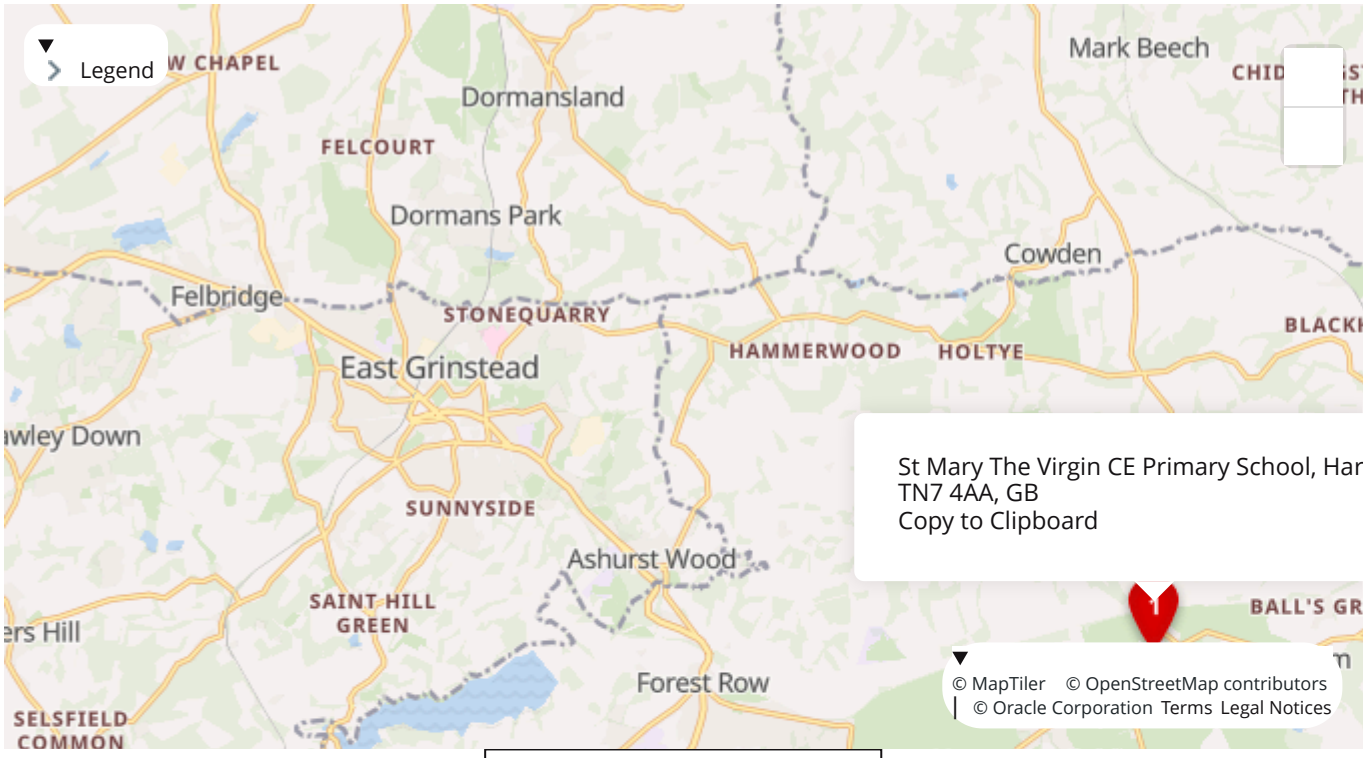
If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

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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