

Pirton Hill Primary School

Butely Road, Luton, Bedfordshire , LU4 9EX

Tel: 01582 507924 Fax: 01582 509520 E-mail: admin@pirtonhill.co.uk



Headteacher: G. Booth (Mr) B.Ed. (Hons) **Deputy Head:** C. Ellis (Mrs) B.

September 2026

Dear Colleague,

Teaching Assistant (2) – PH06

Permanent Post from: As soon as possible (subject to relevant checks)

Part Time – 25 hours per week – term-time plus 5 INSET days

Level 3, Points 6 – 8, Approx. £15,697 - £16,201 - Actual Salary

Thank you for your interest in our **Teaching Assistant (2)** post.

Please read the accompanying information carefully. A copy of the Job Description and Person Specification is included

If you feel that you do have the necessary skills, experience and enthusiasm to fulfill this role within our school then I would encourage you to submit a formal application. The application also allows for a supporting statement. The statement should relate directly to the job person specification and exemplify how you meet the different criteria.

You may be asked to explain any gaps or issues arising from the information you have provided and/or from employment references. Issues relating to safeguarding and promoting the welfare of children will be explored at interview. In addition, we reserve the right to contact current or previous employers as part of the verification process pre-employment checks at the point of short listing.

For your information, the timetable for the appointment process is:

Closing date for applications -	9:00am on Friday, 25th September 2026
Interviews -	To be confirmed
Post commencing on -	As soon as possible (subject to relevant checks)

If you have any queries with regards to any aspect of the recruitment and selection process, please contact the school or email lynnejaggers@pirtonhill.co.uk.

Once again, thank you for your interest in Pirton Hill Primary School and I would like to thank you in advance for the time you will spend considering the information and completing your application. I look forward to receiving your application.

Cont'd...

Yours sincerely



Mr Glenn Booth
Headteacher

Please note that if you are shortlisted for this role, or an alternative role, an online name search will be undertaken, as per Keeping Children Safe in Education. The purpose of the search is to help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with you at interview. Further information on how online searches will be undertaken can be found in our schools Recruitment and Selection Policy.

It is the aim of the Council to recruit the most suitable candidate for a post solely on the basis of their skills, experience and knowledge in relation to the requirements of the post. As long as an individual meets the required criteria for the post, no person seeking employment with the Council will be treated less favourably than any other person or group because of their: Ethnic origin, Religion, Gender, Sexual orientation, Marital status, Disability, Age

CVs will not be accepted for any posts based in schools.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service (DBS).

This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.