RECRUITMENT PACK

SCAN THE QR CODE

Scan the QR code to view our current job vacancies on MyNewTerm and join the dedicated team at Greensand Federation

Visit: www.moggerhangerprimaryschool.co.uk

MESSAGE FROM THE EXECUTIVE PRINCIPAL

Moggerhanger Primary School was graded **"Good"** in our most recent OFSTED inspection.

We are **'a little school with big ideas'** located in a beautiful rural village near Sandy. We provide children with a rich and exciting education which is relevant to them and which develops their skills and abilities. Our size means children are treated as individuals. We put the children at the heart of everything we do.

The environment we provide is nurturing and caring. We ensure there are no barriers to learning. We believe children need to be nurtured and developed as individuals to enable them to become lifelong learners and good citizens.

We are a highly successful school built on the partnership between pupils, parents/guardians, staff and the local community, due to our shared vision of high expectations. We, as a school, pride ourselves in ensuring that we achieve quality in all that we do. Our purpose is to work together to create a positive learning environment in which all pupils can realise their full potential. We encourage and support all our pupils and in return we expect high standards of work, conduct and appearance.

Moggerhanger Primary is a Values school and we believe this moral education underpins good behaviour and is a foundation stone of our school. The school is a fantastic learning environment that we continually improve and enhance. The staff, governors and children take great pride in working together to do this.

We are a forest school and make the most of the outside environment for lessons as much as possible.

May I take this opportunity to thank all applicants for their interest in this post and in Moggerhanger Primary School.

With best wishes

Miss Karen Hayward
Executive Principal

OUR VALUES & ETHOS

"A Little School With Big Ideas"

Moggerhanger Primary School, in conjunction with its sister school, Sandy Secondary School, upholds Four Core Values: Courage, Excellence, Determination, and Inspiration. These universally recognized principles guide actions, ensuring good citizenship and personal growth. To make them easily comprehensible for students, each value is paired with a relatable statement and symbol. These values are not just theoretical; they're ingrained in our school culture, introduced in assemblies, classroom activities, and recognized with special certificates. Both staff and students embody these values in every aspect of school life, extending even beyond school premises. To delve deeper into these values, we offer a detailed presentation available for download.

At Moggerhanger Primary School, every individual, regardless of their role, is treated with the utmost respect and valued for their unique contributions. We believe in fostering a nurturing environment where unconditional warmth and consideration are the norm. Our staff embodies the principles we advocate, showcasing behavior characterized by calmness, politeness, sensitivity, and responsibility. Our primary goal is to kindle a passion for learning in our students, helping them recognize the significance of their choices in shaping their behavior and attitudes. Mistakes are viewed as learning opportunities, and we provide a safe space for children to make, understand, and grow from them. In addition, we emphasize the importance of interpersonal relationships, self-awareness, and emotional intelligence, helping children articulate their feelings, manage their behavior, and empathize with others. Our foundation rests on three fundamental rules, known as **"The Three Bees"**: Be ready, Be respectful, Be safe. These rules, further elaborated for lessons and playtimes, are shared with the entire school community to ensure collective understanding. For a comprehensive overview of our behavioral standards, our Behaviour Policy is available on the Policies page.

LEARNING SUPPORT ASSISTANT

Required for September 2026

Fixed Term until 31st August 2027

28.75 hours per week, Term Time only plus 5 INSET days

NJC 2a Points 3 - 4

£16,775 – £17,038 per annum, actual salary (£24,796 - £25,185 pro rata)

We are seeking a dedicated and compassionate Learning Support Assistant to join our team at Moggerhanger Primary School. This is an exciting opportunity to make a real difference in the lives of our students, providing tailored support to help them achieve their full potential. The successful candidate will work closely with teachers to deliver engaging learning experiences, support individual pupils with additional needs, and foster a positive and inclusive environment. If you are enthusiastic, patient, and passionate about helping children thrive, we would love to hear from you!

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May I take this opportunity to thank all applicants for their interest in this post and in Moggerhanger Primary School.

'We believe in the welfare and safeguarding of all children and expect ALL staff to share the same view'

How to apply for the role:

Application is by completed application form; these are available on our website www.moggerhangerprimaryschool.co.uk

Closing Date – Monday 3rd August 2025 at 9.00am

Interview Date – Thursday 6th August 2026

SAFEGUARDING POLICY

Posts working with either children and/or vulnerable adults will be subject to the disclosure of criminal records, the successful applicant will be required to undertake an enhanced DBS check.

Moggerhanger Primary School have decided to carry out online searches for shortlisted candidates as part of due diligence in our recruitment process, (as per KCSIE, paragraph 220).

The searches are conducted by a member of our staff and recorded in line with our recruitment and appointment protocols and procedures.

The process will be consistent, transparent, and fair and reflected within the Safer recruitment policy.

At Moggerhanger Primary School, safeguarding is our top priority. We encourage all applicants to review our Safeguarding and Child Protection Policy, which outlines our commitment to the safety and wellbeing of students. You can find the policy here.

PERSON SPECIFICATION

Essential	Desirable
Education & Qualifications	
GCSE 'C' or above in Maths & English	
Skills and Abilities	
Good degree of empathy when dealing with children Good verbal communicator Good customer service Good organisational skills Suitable to work with children	Good written communicator Able to plan and provide age-appropriate activities Able to observe and assess children's learning & development
Experience	
Some relevant childcare experience	Previous experience of working within a school/club/early years setting
Knowledge	
Knowledge of current legislation and guidance of good childcare practice Basic child development	Awareness of current legislation and guidance of good childcare practice Basic child development Key operational policies and procedures e.g. health & safety, child protection, behaviour management and administering of medication Health & Safety, First Aid
Disposition	
Warm, friendly and responsive Honest, trustworthy and reliable Flexible approach Team player	Reflective Creative Commitment to Continuous Improvement
Other	
Must be fluent in the English language in accordance with the Immigration Act 2016	Willingness to undertake first aid training

JOB DESCRIPTION

THE ROLE:

Under the instruction and guidance of teaching staff/managers, to undertake educational activities and attend to the educational, personal and social needs of pupils in order to support their learning and development and to ensure their safety

To undertake the role of midday supervisor daily.

MAIN DUTIES AND RESPONSIBILITIES:

Support for Pupils

1. To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).

2. Under agreed school procedures, to give first aid/medicine where necessary; assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.

3. To promote and support the inclusion of all pupils in the learning activities in which they are involved.

4. Whilst there may be a specific requirement to support a named pupil or pupils with a Statement of Special Educational Needs, support to other pupils may also be required, at the direction of the Headteacher.

5. To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator

Support for Teachers

1. Within the overall plan set by the class teacher to assist in devising and extending educational activities and in preparation of the curriculum. This may include contributing to the development and implementation of Individual Education Plans (IEPs) and Personal and Pastoral Support Plans.

2. To help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work.

3. To efficiently prepare, maintain and use classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc).

4. To assist in maintaining classroom discipline by working with individual and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.

JOB DESCRIPTION

Support for the Curriculum

1. To support the teaching of literacy, numeracy or other specific curriculum areas/specialisms as required and agreed with the Headteacher.

Support for the School

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs Co-ordinator (SENCO) and other teaching assistants; working at all times within the school's policies and procedures

2. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Headteacher.

3. To attend staff meetings, participate in performance management arrangements and undertake training and development activities.

4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.

5. To undertake tasks of a similar nature and level, as directed by the Head of School/Manager.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

Health and Safety:
To have an up to date knowledge and demonstrate a good understanding and knowledge of equalities legislation and the Equality and Diversity policies as applicable to the role.

Safeguarding:
Maintain and demonstrate a good understanding and knowledge of the School's Safeguarding policies and procedures as applicable to the role.

The School will endeavour to make any necessary reasonable adjustments to the Job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This Job Description is current at the date shown but following consultation with you, may be changed by the Executive Principal to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title. Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. 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 provisions 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 School. 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.