

## KS1 Support Staff Candidate Pack

### St Mary's Church of England Primary School



Learn. Grow. Achieve. Flourish.

St Mary's CE Primary School is committed to promoting equality. We are also committed to safeguarding and promoting the welfare and safety of all our pupils. We expect all staff and volunteers to share this commitment.

The successful candidate will be subject to a successful and enhanced DBS (CRB) clearance, and reference check.



## KS1 Support Staff Candidate Pack

Contract: Full time and Fixed Term  
Start Date: Appointment of a Suitable Candidate  
Salary, dependent on qualifications and experience: L2- L4 pro rata (£25,468-£28,775)

We are a thriving 3 form entry primary school with a nursery, located near Slough town centre and close to Datchet, Eton and Windsor. If you are committed to providing high-quality care, learning, and support for children, working collaboratively with the St Mary's team to create a safe, nurturing, and stimulating environment that promotes children's wellbeing, learning, and development, then St Mary's is the place for you.

### What you'll do:

- Support children's learning, play, and development across the KS1 curriculum.
- Build strong relationships with children, families, and staff.
- Help maintain a safe, nurturing, and inclusive environment.
- Engage parents and carers, keeping them well informed and involved.
- Apply best practice in safeguarding, health and safety, and child wellbeing.
- Bring your own ideas and enthusiasm to our ambitious and caring school.

### We're looking for someone who:

- Has experience working with children, ideally in an early years or nursery setting.
- Is passionate about education and aligns with our school's values.
- Understands the importance of safeguarding and high-quality childcare.
- Communicates effectively with children, families, and colleagues.
- Is committed to ongoing professional development.
- Is prepared to attend to pupils' personal needs including First Aid matters.
- Is discreet and able to maintain confidentiality.
- Is prepared to support children with Special Educational Needs in small groups and /or in 1:1 situations
- Has good organisational and IT skills.

### Why join us?

- A supportive and friendly team environment.
- Opportunities for professional growth and training.
- A welcoming school with a clear vision and strong values.
- The chance to make a real difference in children's lives.
- Well behaved, happy and enthusiastic children.
- A caring ethos with support from colleagues and the leadership team.
- A positive, friendly and resource-rich learning environment.
- Excellent professional development and career opportunities.
- An inclusive school which thrives on equality and diversity.

To arrange a visit or for any other information or questions, please contact our HR Manager Mrs. L. A. Brown.

- Email: [HR@stmarys.slough.sch.uk](mailto:HR@stmarys.slough.sch.uk)
- Telephone: 01753 534791.
- An application form is available on the school website: [Home - St Mary's Church of England Primary School](#) About Us, Vacancies.

Please return your completed application form to Mrs L A Brown at HR email address. CVs will not be considered.

- **Closing date:** Appointment of a Suitable Candidate

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### Job Description

- Job Title: Support Staff
- Reporting to: Headteacher
- Location: St Mary's C.E. Primary School, Yew Tree Road, Slough, SL1 2AR
- Hours of work: Monday to Friday, term time only.
- Salary, dependent on qualifications and experience: L2- L4 pro rata (£25, 468-£28,775)

### Main Purpose of the Post

- To provide high-quality care, learning, and support for children, working collaboratively with the St Mary's team to create a safe, nurturing, and stimulating environment that promotes children's wellbeing, learning, and development.
- To support the work of class teachers by managing/preparing resources and the classroom environment for children, including those with specific learning or behaviour needs who may/may not be supported by Education, Health and Care Plans.
- To work with teachers to support the delivery of the curriculum and to help implement necessary strategies to support children to learn, grow, achieve and flourish.
- To identify and champion opportunities to develop successful social interaction and encourage peer support.

### Key Accountabilities

- Support the class teacher and St Mary's team in delivering the curriculum, helping children settle quickly and engage in learning activities.
- Demonstrate a passion for working with children, promoting their physical, emotional, and social development at all times.
- Build positive relationships with children, families, and colleagues, upholding the vision and values of the nursery.
- Use knowledge gained from pre-interview research to contribute to the ethos and direction of the nursery.
- Maintain high standards of safeguarding and child wellbeing, following all school policies and statutory guidance.
- Share examples of best practice in safeguarding and child development from previous work or personal experience.
- Keep parents and carers informed by updating record sheets, diaries, and supporting parents' evenings, ensuring all information is accurate and up to date.
- Use effective parental engagement strategies, such as regular communication, newsletters, or parent workshops, to build positive relationships.
- Implement good practice in health and safety, including regular equipment checks and maintaining clear walkways.
- Ensure statutory staff-to-child supervision ratios are maintained at all times.
- Participate in curriculum planning, assessment, and observation to support children's individual needs and progress.
- Use knowledge of high-quality childcare, including assessment for learning and supporting transitions.
- Contribute to risk assessments and act promptly to manage potential hazards.
- Maintain accurate records of incidents and keep colleagues informed of issues as they arise.
- Attend relevant training (such as paediatric first aid or positive handling) and use this in daily practice.

*Note: This job description is not necessarily a comprehensive definition of the post and the particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the senior leadership team and the post holder.*

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### Person Specification

Key Criteria	Essential	Desirable
<b>Qualifications And Training</b>	<p>Strong academic record including maths and written English GCSE Grade C (or equivalent). (Please include this information on your application).</p> <p>Numerate.</p> <p>Training or experience in appropriate areas, e.g.</p> <ul style="list-style-type: none"><li>• Teaching early reading</li><li>• EYFS department</li><li>• SEND department</li><li>• Primary national curriculum</li></ul>	<ul style="list-style-type: none"><li>• NVQ Level 2 or 3 teaching assistance or equivalent qualification or experience.</li><li>• First aid training.</li><li>• Fluency in another community language.</li><li>• Familiar with using phonics schemes e.g. RWInc</li></ul>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"><li>• Experience of supporting children within the EYFS, Key Stage 1 departments in a school/nursery setting.</li><li>• Able to plan and deal with conflicting priorities in organising own work schedule.</li><li>• Able to use school ICT systems to support learning and perform a range of administrative tasks.</li><li>• Able to use other equipment, e.g. video recorder, photocopier and relevant specialist equipment.</li><li>• Able to undertake a range of administrative procedures to support the teacher.</li><li>• Able to relate to and communicate well with children and adults, motivate pupils to learn, clarify and explain instructions to pupils and respond sensitively and flexibly to competing demands.</li><li>• Able to deliver educational work programmes, evaluate and implement strategies to enhance learning.</li></ul>	<ul style="list-style-type: none"><li>• Teaching and supporting children with SEND.</li><li>• Good working knowledge of child development and learning processes, relevant policies/codes of practice, national curriculum, relevant learning programmes/strategies and awareness of relevant legislation.</li><li>• Able to prepare/display relevant resources/materials for teaching and learning activities.</li><li>• Able to assist with the organisation of the learning environment.</li></ul>
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"><li>• Knowledge of safeguarding and promoting the welfare of children.</li><li>• Supportive of the Christian ethos of the school.</li><li>• Able to work with pupils within the school's agreed behaviour management policy.</li><li>• Confidentiality and sensitivity.</li><li>• Enthusiastic and enjoy working with children.</li><li>• Hardworking, flexible and motivated.</li><li>• Team player and excellent interpersonal skills.</li><li>• Committed to equality of opportunity.</li><li>• Able to demonstrate relevant practical skills for resource preparation.</li><li>• Confident to take the initiative.</li></ul>	<ul style="list-style-type: none"><li>• Able and competent to supervise whole classes.</li><li>• Ability and experience of communicating with parents within school or nursery context.</li><li>• Skills and interests that could help enrich children's learning e.g. Modern foreign language, cooking, gardening, playing a musical instrument, leading choir, leading a club etc.</li></ul>
<b>Other Work Requirements</b>	<ul style="list-style-type: none"><li>• Able to identify own training needs and actively seek learning opportunities, share knowledge with others, support their development and participate in training and development activities.</li></ul>	<ul style="list-style-type: none"><li>• Comfortable with managing the personal care of children, including changing of soiled or wet clothing.</li><li>• Driving licence - able to drive a minibus.</li></ul>