



Headteacher: Mr J Atherton

St. James' C.E. Primary School, Slater Lane, Leyland, Lancashire, PR26 7SH

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Dear Candidate,

Thank you for your interest in the **Teaching Assistant 1** vacancy within Leyland St. James' C.E. Primary School where all children Shine like stars as children of God, Philippians 2:15. We are a warm, welcoming and highly inclusive establishment, and we are delighted that you are considering joining our team.

We place children at the heart of our work and proudly serve a richly diverse community, including children with complex needs. Our commitment is to offer nurturing, responsive and personalised support so every child can flourish. We are therefore seeking someone who is enthusiastic, motivated, child-focused and passionate about helping children reach their full potential.

The post available is for 3 hours per day, 5 days per week, totalling 15 hours. There may be some flexibility for the right candidate. The post is NJC Pay Scale 3 Term Time only and the FTE is £24796, this salary will be pro-rata. This is a fixed term post until 31st July 2026.

Safeguarding is central to our work. The successful applicant will be required to complete all safer-recruitment procedures, including an **enhanced DBS check**, before taking up the post. A full safeguarding induction will also be provided. In line with Keeping Children Safe in Education 2025 an online search will be carried out as part of our due diligence on shortlisted candidates.

Please complete the LCC application form and return by 16th March 2026 12 noon. This is a quick turnaround and the interviews will be Wednesday 18th March. The post will commence as soon as possible, subject to the necessary 'Safer Recruitment' checks.

We hope this information is helpful, and we would be delighted to support you further if you have any questions about the role or the application process.

Thank you again for your interest in our school. We look forward to hearing from you.

Warm regards,

Mr J Atherton

Head teacher