

**Castlewood Primary School**  
Castlewood Road, Southwater, West Sussex  
RH13 9US  
Tel: 01403 734822  
[www.castlewood.w-sussex.sch.uk](http://www.castlewood.w-sussex.sch.uk)



## Job Advert: Teaching Assistant & Midday Meals Supervisor

Castlewood Primary School, a vibrant and forward-thinking school located in the sought-after village of Southwater, just outside Horsham, is looking for an enthusiastic and dedicated Teaching Assistant & Midday Meals Supervisor to join our team. Our school has a roll of 202 pupils and we are committed to providing a nurturing environment for all.

### About the Role:

- **Hours:** Term-time only, 8:30 am to 3:30 pm per day (*preferably but flexible working requests may also be considered*).
- **Contract:** Temporary until July 2024, with the potential to extend further.
- **Salary:** £24,027 - £24,404 Pro Rata (WSSC Grade 3).
- Potential for additional HLTA hours for a suitably qualified applicant.

You will work across both Key Stages to support pupils who have additional needs and also serve as a Midday Meals Supervisor for 1 hour per day. (WSSC Grade 3: £23,656 - 24,027 Pro Rata).

### Key Responsibilities:

- Work across both Key Stages to support pupils as required.
- Supervise students during lunch hour, contributing to a safe and positive environment.

### Why Join Us?

- Be part of a successful, forward-looking school with high expectations where every child matters.
- Work in a supportive and collaborative team environment.
- Opportunities for professional development.
- Contribute to the development and well-being of our pupils.
- Potential for additional HLTA hours for a suitably qualified applicant.

Visits to the school are warmly welcomed. Please contact the school office on 01403 734822 or email [office@castlewoodprimary.co.uk](mailto:office@castlewoodprimary.co.uk) to arrange an appointment.

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**Closing Date for Applications:** 6<sup>th</sup> December 2024

**Interviews:** Week commencing, 11<sup>th</sup> December 2024

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An early application is recommended as we are keen to recruit and should we receive suitable applications before the closing date, we reserve the right to interview before the published date.

If you have not been contacted by the interview date, please assume that your application has not been successful on this occasion.

Castlewood Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Castlewood Primary School is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory completion of safeguarding checks.

We look forward to receiving your application and welcoming a new member to our team!