

**Vacancy for Teaching Assistant/Admin Assistant
at
Middleton Primary School**

Days: 5 days per week 39 weeks per year
Times: 11:00am – 15:30pm
Venue: Middleton Primary Schools
Salary: Starting point 4 £12.80 per hour but dependent on experience

Details: We require an experience dedicated, friendly and professional Teaching Assistant who can work effectively across the primary phase. This post will also have a few hours administrative responsibility each week.

We can offer:

- Competitive salary
- Full support and training from a wider team
- Wide range of staff benefits
- Extensive Wellbeing support package
- Opportunity for career progression within the Trust

Consortium Trust is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to undertake an enhanced DBS check, and this will include social media checks

Requirements:

- Has GCSE grades 4+ in Numeracy and Literacy.
- Can follow plans and work on own initiative
- Is able to take guidance and direction from Senior Leadership Team and Class Teachers.
- Can work on own initiative.
- Able to maintain confidentiality
- Is comfortable in supporting a range of abilities, including pupils with Special Educational Needs.
- Is comfortable working both with a small group and on a 1:1 basis with pupils.
- Is confident in supporting good behaviour management skills.
- Has a willingness to make a contribution to general smooth running of our schools.
- Is willing to travel to other school sites if required.
- Has basic administrative experience

Qualifications: GCSE grades 4+ in Numeracy and Literacy
Has a good level of computer literacy

Line manager: Academy Head
Start date: As soon as possible
Closing Date: 7.3.2025
Interview Date: 13.3.2025

**For further information, please contact Katy Last at Middleton Primary School at:
k.last@consortiumtrust.org.uk**