

# VACANCY

ST NICHOLAS FIRST SCHOOL

EARLY YEARS TEACHING ASSISTANT

FIXED TERM TO DECEMBER 25

17.75 HOURS PER WEEK

WEDNESDAY 11.30AM – 3:45PM  
THURSDAY AND FRIDAY 8:30AM – 3:45 PM

GRADE 3

Due to increasing numbers in our Early Years setting and rising three's, St Nicholas CE First School is looking to appoint a highly effective part time Teaching Assistant to join our enthusiastic and hardworking team with effect from 28<sup>th</sup> April 2025 or as soon as possible thereafter. The post is to support our very skilled, Nursery team to ensure our children access the highest quality provision and early development opportunities.

The ideal candidate will have:

Experience of working with children of Nursery age/children within EYFS.

Good working knowledge of Development Matters, Characteristics of Effective Learning and how to contribute to a child's learning journey through observation and assessment.

Effective organisational and communication skills.

Holds an NVQ2 qualification or equivalent

The ability to be adaptable and creative

The ability to make learning fun

Commitment to giving the best to every child

The ability to make a significant contribution to the school

A clear passion and love for working with EYFS pupils



**Codsall**  
Middle School



**St Nicholas**<sup>CE</sup>  
First School



Hub office  
St Nicholas First School  
Belvide Gardens  
Codsall  
WV8 1AN

Candidates will be required to hold a full and relevant Level 2 Teaching Assistant qualification or other relevant qualification.

Visits to school are welcomed. Please call school to arrange a visit on 01902 842998

CLOSING DATE 28<sup>th</sup> March 2025 @9am

INTERVIEW DATE w/c 31<sup>st</sup> March 2025

SUCCESSFUL CANDIDATES NOTIFIED BY 5pm Friday 28<sup>th</sup> March 2025

PLEASE SEND APPLICATIONS FORMS TO [hr@cmat.academy](mailto:hr@cmat.academy) or post to St Nicholas First School, Belvide Gardens, Codsall, WV81AN

Rehabilitation of Offenders Act 1974 This post is exempt from the Rehabilitation of Offenders Act 1974 – the successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS. Amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

*Codsall Multi Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*

