



Cedarwood Primary School

Headteachers: Mrs T Shute

October 2025

Dear Applicant

Thank you for your interest in joining the Cedarwood Team. We are currently seeking an excellent, and highly motivated Teaching Assistant to support pupils in Foundation, Key Stage 1 or 2 from November 2025. Candidates will need to be positive and enthusiastic about supporting all pupils, including those with Special Educational Needs and Disabilities, and be committed to inclusion and overcoming barriers for pupils. The postholder may be required to support pupils with medical needs, including the administration of medicine.

This is a grade 3 post, various hours available, 38 weeks per year (term time only). Full time equivalent salary is £25,185 - £25,989, depending on experience, salary will be pro rata according to hours worked. The post is initially fixed term until the end of the 2025/26 academic year.

If you are experienced in supporting pupils to achieve outstanding outcomes, and would like to join us, please refer to the job vacancies section of the school website for further information including the job description and application form. The website also contains further information about our school, including key school policies such as safer recruitment and child protection and safeguarding and can be accessed here: <https://www.cedarwoodprimary.org.uk/suffolk/primary/cedarwood>

Completed application forms should be returned to applications@cedarwoodprimary.org.uk by 1.00pm on Wednesday 22nd October 2025. Please note that incomplete application forms may be returned for completion or may not be considered. Interview for shortlisted candidates will take place on Thursday 23rd and Friday 24th October 2025.

Cedarwood Primary School implements a rigorous child protection and safeguarding policy and the staff and governors are committed to safeguarding and promoting the welfare of children. We operate a safer recruitment procedure which includes safeguarding checks in line with the latest Keeping Children Safe in Education guidance. It is an offence to apply for the role if you are barred from engaging in activity relevant to children. Please note that all posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. Please see the declaration section of the application form for further details, including details of exceptions.

We will require you to give at least two referees, covering the last 5 years of employment. References will be requested before interview and your referees will be asked to comment on your suitability to work with children.

Only those candidates who fulfil the job criteria will be short-listed. If selected for interview, this will be conducted by a panel of 3 people and will contain a 'personal' section where suitability for working with children will be explored. The successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service. We are an equal opportunities employer.

If you have any queries or would like to arrange a visit to the school, please do not hesitate to contact me by email to applications@cedarwoodprimary.org.uk. We look forward to receiving your application.

Kind regards

Kath Smith-Howell

School Business Manager