



**Moor Park  
High School  
and Sixth Form**

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January 2025

Dear Applicant

**Retention and Recruitment of quality staff is a high priority for our Foundation School. We have recently reviewed all our support staff pay scale ranges and the starting point and end point have increased.**

Enclosed are the details for the post of Teaching Assistant 2.

The post is permanent, 29 hours 10 minutes per week (over 5 days), term time only and is offered on APT&C Spinal Column Points 8 - 11 (currently £25,992 to £27,269 – pay award pending) pro rata. Therefore, the actual starting salary based on Point 8 would be approximately £17,328.

May I remind you that your application form plays an important part in your selection and is the only basis for considering your initial suitability for the post. Please ensure you address all the essential requirements listed in the specifications.

**Evidence of any essential qualifications must be provided at the interview as part of the school's commitment to safer recruitment.**

Applications will only be accepted via the TES website. Please note, any other form of application will not be considered. Please do not send CV's or other supporting documentation as these will not be accepted.

**The closing date is Monday 3 February 2025 at 9am with interviews scheduled for Thursday 13 February 2025.**

In line with our commitment to safeguarding and promoting the welfare of our students, appointment will be subject to a full DBS check and references. Please see our website for the 'Rehabilitation of Offenders Act 1974' - guidance for applicants. In line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

Applicants should be able to demonstrate through their references a good health and attendance record. Those who have not been contacted by 7 February should consider their application to have been unsuccessful.

May I take this opportunity to thank you for your interest and hope after reading the information provided you decide to continue and make an application.

Yours sincerely

MARGARET JOWETT  
School Business Manager