St Nicolas and St Mary CE Primary School
Eastern Avenue, Shoreham-by-Sea, West Sussex BN43 6PE
Tel: 01273 454470 Email: office@stnm.org.uk
Web: www.stnicolasmary.w-sussex.sch.uk

Headteacher Mr A Lincoln BA Hons

ADVERT – Individual Needs Assistant (2 vacancies)

St Nicolas and St Mary Church of England School is seeking to appoint two Individual Needs Assistants to join our wonderful team as soon as possible.

The school has fantastic facilities with spacious grounds, and we have excellent transport links, being only a 15 min drive from Brighton or 10 min walk from Shoreham station. The school has a strong Christian ethos and our team is caring and nurturing to colleagues and pupils, who are creative and high-achieving. Our curriculum is designed to enable all children to thrive and reach their potential, and to provide opportunities to develop and prepare them for life beyond their primary education. In December 2024, the school joined the Diocese of Chichester Academy Trust and applicants will be able to benefit from CPD/training and development opportunities within the trust as well as the support that comes from working with a family of 28 schools! Our recent Ofsted inspection and Statutory Inspection of Methodist Schools were both extremely positive and highlighted the exceptional learning and behaviour of our children alongside high-quality teaching, leadership and management.

Location:	St Nicolas and St Mary C.E. Primary School, Shoreham-by-Sea
Required from:	As soon as possible
Contract:	Fixed term to 31st August 2027 (linked to pupil funding)
Hours per week:	15 - 30 hours per week Both posts are term-time only and within the hours of 8.45am – 3.30pm *(to include some Midday Meals Supervisor duties)*
Salary:	Grade 3 Point 3 (£13.31 per hour)

Please refer to the Job Description/Person Specification in your supporting statement.

Relevant qualifications or training an advantage but not essential. It is desirable, but not essential, to have experience of:

- working in a primary school setting;
- working with SEND pupils.

The closing date for all applications is **12noon on Wednesday 18th November 2026.**

Applications must be submitted on the official application form. Please return completed applications to office@stnm.org.uk or post to above address. **Please note that only applications on the DCAT form will be considered for shortlisting.**

Interviews are scheduled to take place on **Friday 20th November 2026.**

The application pack (and application form) can also be found at: School jobs - West Sussex County Council

Safeguarding: This post is covered by the Childcare Disqualification Regulations 2018. The Trust will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, shortlisted candidates will be required to demonstrate to the Trust, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations. If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

All staff will be expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau). For further information

about what is required in this process please go to www.gov.uk/disclosure-barring-service check (http://www.gov.uk/disclosure-barring service-check).

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All school-based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

Work Permits: we may be able to obtain a Work Permit for this post but this is subject to meeting the requirements of the UK Border Agency's Points-based Immigration System. Due to the restrictions we cannot guarantee that individuals that meet the requirements of the Points-based Immigration System will be issued with clearance to obtain work permits.