



Marchwood C of E Infant School

Twiggs Lane, Marchwood, Southampton SO40 4ZE

Telephone: (023) 8086 8819

adminoffice@marchwood-inf.hants.sch.uk www.marchwood-inf.hants.sch.uk

Headteacher: Mrs Sally Atkins

3rd November 2025

Dear Applicant

Thank you for your interest in our vacancy. We are looking for an enthusiastic, caring Special Needs Assistant to join our school, working with identified children with additional needs. This is an exciting opportunity for a person to join our friendly, hard-working team.

The successful candidate will work collaboratively as part of a team within and across classes. The role includes lunchtimes as part of our lunchtime supervisory team.

This position is for 30 hours per week (25 hours LSA 1, 5 hours as MDSA), for 39 weeks per year (term time only), on a fixed term basis, initially from 1st December 2025 to 31st August 2026. Working hours will be 8:45am to 3:15pm, Monday-Friday with a 30-minute lunch break. The rate of pay is LSA Grade B: £24,796 (full time equivalent), actual £12.85 per hour and MDSA Grade A: £24,225 (full time equivalent) actual £12.56 per hour.

Please see the enclosed role profile and person specification for full details and scope of the role. We are looking for a candidate who could start as soon as possible in the autumn term. If you feel you could be this person, we look forward to hearing from you. The closing date for applications is noon on Friday 14th November 2025. Informal visits to the school are welcomed during term time and can be arranged by phoning the school office.

If you have any further questions regarding this position, please do not hesitate to contact the school.

Marchwood C of E Infant is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Checks (previously CRB checks) along with other relevant employment checks. The school fully endorses and implements all equal opportunity legislation and guidelines in compliance with Hampshire County Council and consequently is an equal opportunities employer

With very best wishes for your application,

Yours sincerely

A handwritten signature in black ink that reads "Sally Atkins". The signature is written in a cursive style with a large, sweeping 'S' and 'A'.

Mrs Sally Atkins
Headteacher