##### Manchester Muslim Preparatory School

**Post:** Teaching Assistant Level 3 (Nursery)

**Status**: Part Time 2 days per week

Fixed term contract – one academic year

**Starting:** September 2023 – July 2024

**Closing Date:** Friday 28th April 2023

Manchester Muslim Preparatory School is a good school with an outstanding provision for personal development, behaviour and welfare (Ofsted 2018). We have happy, respectful and motivated pupils who are taught in small class sizes. We deliver the national curriculum within a warm and nurturing Islamic environment and standards in reading, writing and mathematics are above average by the end of Year 6.

We seek to appoint an outstanding inspirational and a highly motived Teaching Assistant Level 3. The successful candidate will have the flexibility to work across all Key stages (EYFS, KS1 & KS2). They will be an individual who has the enthusiasm to engage and inspire our learners and support the class teachers in preparation and delivery of the curriculum. This is an opportunity to join a thriving school and share our vision for success.

The role is working 2 days per week, term-time only plus five additional training days. The starting pro-rata salary for 2 days per week term time is £3,325.4. The term time salary for 5 days per week is £16,627. You are expected to respect the faith ethos of the school and contribute to the enrichment and extra-curricular activities programme.

Interviews will be held within 2 weeks of the deadline.

Please download an application form by visiting the school website, <http://www.mmps.miet.uk/join-us/vacancies/>. Please note only completed application form will be accepted and should be returned with a supporting statement to the PA to the Head Teacher (Yasmeen Khan) pa@mmps.miet.uk

Closing date for applications: Friday 28th April2023

**Safeguarding Recruitment Statement:**

*We are fully committed to safeguarding and promoting the welfare of children and vulnerable adults and we expect all staff and volunteers to share the same commitment. The successful candidate must be willing to undergo an Enhanced Disclosure and Barring Service (DBS), including checks with past employers.*

*Please note that new guidance in Keeping Children Safe in Education 2022 requires us to also carry out an online search as part of our due diligence on shortlisted candidates. This is to enable us to identify any incidents or issues which have happened and are publicly available online which we might want to explore at interview. Once shortlisting has taken place, this search will be carried out for all candidates who confirm they will attend an interview.*

*All applicants must be permitted to work in the UK and hold a relevant Passport / work permit where necessary. If you have lived or worked outside of the UK in the last 5 years, the Trust will also require additional information and a Certificate of Good Conduct /Police Clearance from the country abroad you worked/ stayed at, in order to comply with safer recruitment requirements. Any job offer will be conditional on the satisfactory completion of all the necessary pre-employment checks and receipt of satisfactory references.*

*This post will be exempt from the provisions of the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 provides that when applying for certain jobs and activities certain convictions and cautions are considered protected. This means that they do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found in ‘Changes to the Criminal Records System November 2020.docx Page 2’ on the Ministry of Justice Website and the websites of charities NACRO and UNLOCK.*

*At the shortlisting stage candidates will be required to complete a self- declaration form regarding their criminal record (unless ‘protected’) and will also be required to submit any information that would make them unsuitable to work with children. Any such information will be treated in strictest confidence and used only in consideration of the suitability of the post. Criminal convictions will not automatically exclude you from being considered unless they fall within the threshold of being relevant and unsuitability, and will be considered on a case by case basis or as defined by the Department for Education.*

*It is an offence to apply for a post engaging in regulated activity relevant to children if you are barred from working with children. We retain the right to close the advert before the listed closing date based on application volumes. Please note we will only contact shortlisted applicants.*