

Advertisement requests need to be emailed to [WiltsPromotingPartners@wiltshire.gov.uk](mailto:WiltsPromotingPartners@wiltshire.gov.uk) by 5pm on a Thursday and will appear on the careers website the following Tuesday. **Please do not email individual recruitment team members.**

Adverts can be scheduled to go live on a particular date and will continue to run through school holidays.

<b>Type of advert/package</b> Please see page 3	<b>Bronze</b> <input checked="" type="checkbox"/>	<b>Silver</b> <input type="checkbox"/>	<b>Gold</b> <input type="checkbox"/>	<b>Platinum</b> <input type="checkbox"/>
<b>Name and address of School/Academy</b>	<b>PRIESTLEY PRIMARY SCHOOL</b>			
<b>DfE number</b>	<b>865/2168</b>			
<b>Full Job vacancy title</b>	<b>HIGHER LEVEL TEACHING ASSISTANT – 31.25 HOURS</b>			
<b>Please select a category</b>	<b>Schools - Teaching</b> <input type="checkbox"/>	<b>Support Staff</b> <input checked="" type="checkbox"/>	<b>Leadership</b> <input type="checkbox"/>	
<b>Salary range</b>	<b>Wiltshire Pay Scale – Grade H - £16.34 Per Hour (pay award pending)</b>			
<b>Is a DBS required?</b>	<b>Yes</b> <input checked="" type="checkbox"/>	Please see page 2.		<b>No</b> <input type="checkbox"/>

**This is not a Wiltshire Council vacancy therefore please contact Priestley Primary School for further information.**

**A bit about us:**

At Priestley Primary School, we aim to help families develop communicative, competent, confident young people who are more than ready for the next challenge in their educational journey. We are committed to academic standards to ensure children have better life chances, whilst believing that it is vitally important not to lose sight of the child as an individual, so we foster social learning and develop children's interests by providing opportunities and experiences.

**A bit about the role:**

This is an exciting opportunity to become part of a successful and supportive team at a rapidly developing school of 283 children in Calne, Wiltshire, which received a Good judgment from Ofsted in July 2024. Come and join us as soon as you can.

We are looking for a Higher Level Teaching Assistant (HLTA), to further complement the range of skills we currently have on our team of dedicated staff. Decisions about deployment will follow a professional dialogue based on the needs of the school.

The HLTA role is very varied and can involve covering teaching, supporting the whole class, leading interventions and group work, and supporting individuals, as required.

Our ideal candidate will:

- Be willing to work in all areas of the school, especially in KS2.
- Have high expectations of themselves and the pupils.
- Have a commitment and enthusiasm for our school vision and ethos.
- Be passionate about improving learning opportunities for all children.
- Be someone who enjoys a challenge and can bring passion and drive to all aspects of school life.
- Be interested in working with children with social, emotional and mental health difficulties, as well as with children with disabilities.
- Be able to promote inclusion positively.
- Be able to form and foster the characteristics of effective learning.
- Be committed to valuing and supporting the development of each child.
- Flexible, enthusiastic and energetic, with a strong commitment to teamwork working alongside others.
- Be able to communicate well both verbally and in writing with children and adults alike.

The following would also be preferable, but not essential:

- Experience in speech and language.
- Experience of supporting adapted teaching.

We recognise and value the contribution every single member of our staff makes to our school, and in return we offer:

- A friendly and supportive working environment, with a welcoming team.
- Children who are keen to share their learning journey.
- A clear vision with purpose and values that are supported by all our staff.

A candidate pack, together with application form, can be downloaded from our website [www.priestley.wilts.sch.uk](http://www.priestley.wilts.sch.uk).

Visits to the school are warmly welcomed. To make an appointment, please telephone the school office on 01249-812608, or email: [admin@priestley.wilts.sch.uk](mailto:admin@priestley.wilts.sch.uk).

Also, to find out more about our school, visit the school's website at: [www.priestley.wilts.sch.uk](http://www.priestley.wilts.sch.uk)

Hours of work: 31.25 hours per week (8.15am to 3.20pm) – includes 50 mins unpaid lunch break.  
Contract type: Initially 1 Year Fixed Term  
Closing date (and time): Thursday 19 March - midday  
Interview date: Wednesday 25 March 2026  
Commencement date: ASAP

**Find out more and apply:**

If you require any further information please either call the school office on 01249 812608 or email [admin@priestley.wilts.sch.uk](mailto:admin@priestley.wilts.sch.uk).

Visits to the school are welcomed.

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

***All applicants will be subject to a Disclosure and Barring Service check and online search before appointment is confirmed.***

The cost of a single advert entitles you to up to 4 weeks of continuous advertising. Closed adverts to be re-advertised are charged as a new advert. Adverts can not be combined. All adverts automatically close at 12am CET.

Please note that currently logos/pictures are not supported by the careers website but we are looking are ways of incorporating this into the website at a later date. We are able to upload attachments to your advert including application forms please include these in your email and advise clearly they are to be attached.

**We recommend you check your advert text clearly on the expected live date and alert us immediately of any amendments. The information you include in the pro-forma will appear on the website how it is written we therefore suggest you limit the use of abbreviations to ensure the candidate can use the website search facilities effectively.**

### **DBS reminder – when appointing staff**

Before your new member of staff is given a start date you must ensure that all their clearances are back including where applicable they have a valid DBS certificate.

We are frequently asked if a DBS is completed too soon it will run out by the time the person is due to commence work – this is not the case. There is no time limit for a **new** DBS check. So we would encourage you to complete this check as soon as you reasonably can with the applicant.

An old DBS check cannot be used if the individual has had a break in service for 3 months or more unless they subscribed to the DBS update service and can show you their original certificate.

DBS certificates completed by Wiltshire Council can be moved (ported) across from one school to another if the workforce and job role is the same (without any breaks in service) BUT both schools must agree to the portability function as the cost is only picked up by the school who originally completed the check.

You cannot move a volunteer DBS across to a paid position.

If a DBS is delayed and your new member of staff is due to start it might be possible to complete a risk assessment and a Children's barred list only check (available on the DBS system) this process should not be used as a matter of course and is considered the last resort. All DBS risk assessments need to be signed off by HR before the member of staff can commence work.

Any queries concerning DBS checks can be emailed to [recruitment@wiltshire.gov.uk](mailto:recruitment@wiltshire.gov.uk) or we are available on (01225) 718040.

## Advertising Packages and Pricing 2025/2026

Package type	Advertising on careers website (up to 4 weeks)	Attachments on job advert	Apply Button	Social Media coverage	Job board coverage	Complete recruitment service	Wiltshire Maintained Schools	Wiltshire Academies and schools	Other organisations, private schools & schools outside of Wiltshire
Bronze	Yes	Yes – up to 5	No	No	No	No	£40.00	£95.00	£140.00
Silver	Yes	Yes – up to 5	No	Yes – Facebook & X	Yes – Southwest Jobs	No	£60.00	£115.00	£160.00
Gold	Yes	Yes – up to 5 including application form	Yes (Application forms emailed after closing date)	Yes – Facebook, X & Instagram	Yes – Southwest jobs, Indeed, Find a Job, Total Jobs and the Wiltshire Residents E-Newsletter (which currently has over 28,000 subscribers)	No	£95.00	£150.00	£195.00
Platinum	Yes	Yes	Yes (Application forms emailed after closing date)	Yes – Facebook, X & Instagram	Yes – Southwest jobs, Indeed, Find a Job, Total Jobs and the Wiltshire Residents E-Newsletter (which currently has over 28,000 subscribers)	Yes – <ul style="list-style-type: none"> <li>•Set up of pre-screening step with relevant automated candidate response,</li> <li>•Shortlisted and rejected candidates notified of outcome.</li> <li>•Complete referencing service provided by the recruitment team,</li> <li>•Invites to interview emailed from the system by us (this is optional)</li> <li>•Email Offer of employment to your preferred candidate(s)</li> </ul>	POA	POA	N/A

We also offer a Consultancy recruitment service, including Talent sourcing and additional attraction methods for hard to fill roles – POA.

### Bulk advertising packages

Advertising prices 2025/2026 (bulk adverts)			
Advert type	Wiltshire Maintained schools	Academies and schools	Other organisations
(bulk purchase of 5 adverts 5% discount)			
Bronze x 5	£190	£451	£665
Silver x 5	£285	£546	£760
Gold x 5	£451	£712	£926
Advert type	Wiltshire Maintained schools	Academies and schools	Other organisations
(bulk purchase of 10 adverts 5% discount)			
Bronze x10	£380	£902	£1,330
Silver x10	£570	£1,092	£1,520
Gold x10	£902	£1,425	£1,852
Advert type	Wiltshire Maintained schools	Academies and schools	Other organisations
(bulk purchase of 20 adverts 10% discount)			
Bronze x20	£720	£1,710	£2,520
Silver x20	£1,080	£2,070	£2,880
Gold x20	£1,710	£2,700	£3,510
Advert type	Wiltshire Maintained schools	Academies and schools	Other organisations
(bulk purchase of 30 adverts 15% discount)			
Bronze x30	£1,020	£2,422	£3,570
Silver x30	£1,530	£2,932	£4,080
Gold x30	£2,422	£3,825	£4,972

## Contact Information

Talent and Resourcing Manager	Georgi Bliha	<a href="mailto:georgina.bliha@wiltshire.gov.uk">georgina.bliha@wiltshire.gov.uk</a>	(01225) 713165
Advertising, Invoicing and general enquiries	Jo Salter and Vicki Cliff	<a href="mailto:WiltsPromotingPartners@wiltshire.gov.uk">WiltsPromotingPartners@wiltshire.gov.uk</a>	(01225) 713740
DBS Specialist	Annette Jeeves	<a href="mailto:Annette.jeeves@wiltshire.gov.uk">Annette.jeeves@wiltshire.gov.uk</a>	(01225) 713171