Vacancy advertisement pro-forma (effective from 01/04/2022)

Advertisement requests need to be emailed to **schoolbulletin@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.

Type of advert/package	**Basic ☐**	**Standard☐**	**Premium☒**	**Executive ☐**
Name and address of School/Academy	**Kington St Michael CE Primary School**			
DfE number	**8653096**			
Full Job vacancy title	**Temporary Full time KS1 Class Teacher, (Maternity Cover)**			
Please select a category	Schools - Teaching☒	Non-Teaching☐	Headships☐	
Salary range	**M1 – UPS1 £34,069.00 - £49,134.00 Annually (FTE) per annum**			
Is a DBS required?	Yes ☒ Please see page 2.		No ☐	

This is not a Wiltshire Council vacancy therefore please contact Kington St Michael CE Primary School for further information.

A bit about us:

Kington St Michael CE Primary School is a small village school located just outside Chippenham. Set in the beautiful Wiltshire countryside, our school offers a welcoming and nurturing environment where children have the space to learn, play and grow. With large outdoor areas, an early years garden, a mud kitchen and a developing forest school, pupils enjoy plenty of opportunities to explore, be active and appreciate nature.

Our vision, 'Learning together, aiming high', reflects our belief that by working together, every child can achieve their full potential. Our dedicated staff provide a rich, creative curriculum that inspires curiosity, confidence and a love of learning.

We are proud of our reputation as a happy and high-achieving school. Ofsted (February 2025) described us as 'a nurturing and happy school, where pupils enjoy learning, a welcoming place where everyone is nice to one another.'

We are looking to appoint a kind, dedicated, inspiring and organised, Key Stage 1 teacher to help our children grow in confidence and curiosity every day. We are looking for someone who is able to work effectively and successfully in a mixed age class. This position is for a mixed year 1/2 class, the class is small with 25 hard working and well behaved children.

Applications are welcome from passionate teachers who have a commitment to supporting the school at all levels.

All about the role:

We are seeking an experienced, kind, ambitious, talented and enthusiastic class teacher
The successful candidate will:

- Will have energy, vision, creativity and who shares a passion for teaching and learning.
- Will be an experienced, enthusiastic, inspiring and dedicated teacher who is able to work effectively teaching a mixed age KS1 class, with a good understanding of the year 1 and 2 curriculum.
- Experience delivering high quality phonics and administering PSC would be helpful
- Plan and deliver engaging, high-quality lessons that meet the diverse needs of all learners.
- Adapt teaching, learning activities and resources to meet individual learning needs and remove barriers to learning.
- Demonstrate an inclusive approach, ensuring that every child feels safe, valued, respected and able to participate fully in school life
- Experience leading a core curriculum subject would be an advantage
- Have high aspirations and is passionate about providing all children with the very best opportunities

- Will be someone with high expectations and a commitment to securing outstanding progress for all learners across all curriculum areas
- Will be someone who shares our Christian ethos and passion for children's learning and can identify with the vision and values of our school
- Will be keen to make a significant contribution to the wider life of the school including involvement in extra-curricular activities.
- Have the ability to form excellent relationships with children and get to the heart of each and every child in their care.
- Will be a team player, keen to get involved, be open to new ideas and have a good sense of humour!

We can offer the candidate:

- A rewarding role working with a supportive and highly motivated team, who are looking to develop and maintain high expectations and commitment to learning
- We have recently been inspected and are not expecting a SIAMS or OFSTED inspection over the next two years
- Enthusiastic and happy children who have excellent attitudes to life and learning.
- A positive family of experienced colleagues who will support and challenge you and who are committed to securing outstanding progress for all learners across all subjects.
- A supportive leadership team committed to the school, staff development and staff well being
- Support through an experienced SENDCo
- Outstanding links and relationships with parents, a committed Governing Body and excellent links with our local Church and Community
- Exciting opportunities to develop and broaden your experiences and a commitment to your professional development

The successful candidate will be committed to self-development, team work, high expectations and helping to move the school from strength to strength.

Hours of work: Full time
Contract type: Temporary, Maternity Leave Position (beginning after February Half Term or later for the right candidate)

Find out more and apply:
Visits to the school are warmly welcomed and actively encouraged. Please contact the School office for an appointment on 01249 750454 or email admin@ksm.wilts.sch.uk
Please take the time to visit our website for further information: **https://www.ksmschool.co.uk**

Closing date (and time): **9am, Wednesday 25th November 2026**
Interview date: **Friday 4th December 2026**
Commencement date: **Monday 22nd February 2027 (or later for the right candidate)**

Kington St Michael CE Primary 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 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.

Advertising packages (please refer to the advertising packages document for more info)

Basic – Advert placed on the careers website. (basic price)

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Standard – Careers website, social media coverage and advert placed on Southwest jobs (extra £20 per advert)

Premium – Careers website, social media, Southwest Jobs, Find a Job (DWP) plus up to 2 other job boards and an 'apply' button for candidates to submit your own school's application form online (extra £35 per advert)

Executive – All of the above and full access to the workflow (shortlisting, interview invites etc…) (extra £220 per advert/ packages also available)

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 abbrevations 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 or we are available on (01225) 718040.