Millfield Primary School

Grange Lane, Littleport, Ely, Cambs CB6 1HW
Tel: 01353 861612 Email: office@millfield.cambs.sch.uk
Principal: Mrs W Lee

The Governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

November 2026

Dear Applicant,

Teaching Assistant

Thank you for your interest in the post of Teaching Assistant at Millfield Primary School. This is a permanent part time position at 39.75hrs per week, with a salary of £25,896.00 (pro rata). A copy of the job description is enclosed and the successful candidate will start 1st September 2026.

Information about the school

Millfield serves part of the growing village of Littleport which is close to the city of Ely. Littleport has a train station and is approximately an hour and a quarter from London Kings Cross on the mainline to Kings Lynn.

Millfield is a two form entry school. It offers an interesting context which makes it a very rewarding school in which to work. The school has the capacity for 420 children. The School has also has a Nursery for 3 and 4 year olds, which is at present being expanded ready for completion in the summer term.

Working within a team

We take great pride in the fact that all our staff work well together, supporting and challenging each other so that we provide the best we can for our children, whilst also doing all we can, together, to manage workload effectively.

Being part of The Elliot Foundation Academies Trust

In December 2015 the school chose to convert to an academy with The Elliot Foundation Academies Trust (TEFAT). This is a trust that celebrates good practice and supports its staff and children to become the best that they can. It is NOT a trust that has a 'corporate mould' imposed upon its schools. Not only do we work closely with schools in the Ely Partnership, but we also undertake joint work with other Elliot Schools in the area.

Safeguarding

Please be advised that, in accordance with our commitment to safeguarding children and young people, we conduct online searches in relation to all interview candidates. The purpose of this search is solely to identify any information in the public domain about you which may deem you unsuitable to work with children in regulated activity. The search will be limited to information online which is directly relevant to our legal duty to meet the requirements of Keeping Children Safe in Education.

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If you are successfully appointed to the role, we will need to process a number of pre-employment checks, including a criminal record Disclosure and Barring Service check (DBS) prior to you starting in post.

If you feel you would like to apply, please complete read through the job description and complete the application form enclosed, with an accompanying letter of application of no more than two sides of A4 paper; CVs will not be accepted.

If you are interested in working with us and think you are the right person to join our team, we warmly invite you to visit our school. Please call our office on 01353 861612 to arrange a tour. Applications should be sent to hr@millfieldprimary.org

The closing date for applications is Monday 23rd November 2026, with interviews being held in December 2026.

Yours sincerely,



Mrs W Lee
Head Teacher