



Highfield Middle School
Part of Tyne Community Learning Trust

Lunchtime Supervisory Assistant

Part Time

6 hours 25 min per week

Band 1

£17,364 to £17,711 [FTE] per annum (£2,486 to £2,536 pro rata)

Highfield Middle School (part of Tyne Community Learning Trust) is very successful and popular, with a positive ethos and work ethic. Highfield was deemed to be a good school in our last Ofsted inspection in 2018. Further information about the school can be found on our website.

Our governors are looking to appoint an enthusiastic, Lunchtime Supervisory Assistant to join our very successful team as soon as possible.

You will be required to play an integral role in our lunchtime provision for children. Your duties would include supervising and looking after children, making sure they are safe, talking to them and encouraging good behavior and healthy play.

We are currently also advertising for a cleaner. It may be possible to combine the two roles. Please indicate with your application if you wish to be considered for more than one role.

The successful candidate must:

- *have the ability to follow oral and written instructions*
- *be able to keep basic work records*
- *be able to work outdoors all year round*



The working pattern will be:

Monday to Friday lunchtimes during term time

In return we can offer an exciting opportunity to be a part of our nurturing community.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. An enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Informal discussions or visits to the school prior to interview are encouraged. Please contact Jenny Jewitt to arrange a visit. Tel 01661833922

Application forms can be downloaded from this website and are also available from the school by telephoning the school office.

Completed applications should be returned directly to the [school/academy] either by post to Richard Oades, Head teacher, Highfield Middle School, Highfield Lane, Prudhoe, NE42 6EY or by email to admin@highfield.northumberland.sch.uk

Closing Date: 12.00pm on 4th November 2019

Headteacher: Richard Oades, Highfield Middle School, Highfield Lane, Prudhoe, NE42 6EY
e-mail: admin@highfield.northumberland.sch.uk
website www.highfield.northumberland.sch.uk



**Northumberland County Council
JOB DESCRIPTION**

Post Title: Lunchtime Supervisory Assistant	Director/Service/Sector: Children's Services		Office Use
Band: 1	Workplace : School based		JE ref: SG9
Responsible to: Senior Lunchtime Supervisory Assistant or Head-teacher	Date:	Lead & Man Induction:	HRMS ref:
Job Purpose: Under the direction of a Senior Lunchtime Supervisory Assistant or the Headteacher, to ensure the safety, welfare and good conduct of pupils during the midday break period.			
Resources	Staff	None.	
	Finance	None.	
	Physical	None.	
	Clients	None.	
Duties and key result areas: Individually or as part of a team, Include but are not restricted to:-			
<ol style="list-style-type: none"> 1. Supervise pupils in the dining hall, playground areas and school premises. 2. Ensure the maintenance of good order and discipline. 3. Deal with accidents and incidents in accordance with school procedures. 4. Clean up spillages as necessary. 5. Other duties appropriate to the nature, level and grade of the post. 			
<p>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. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.</p> <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>			
Work Arrangements			

Physical requirements:

Continuous standing and walking.

Transport requirements:

None.

Working patterns:

Monday to Friday lunchtime working.

Working conditions:

Outside working.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Lunchtime Supervisory Assistant	Director/Service/Sector: Children's Services	Ref: SG9
Essential	Desirable	Assess by
Qualifications and Knowledge		
No particular qualifications or knowledge are required.		
Experience		
No specific experience in the workplace is necessary.	Some experience in a similar environment.	
Skills and competencies		
Ability to follow straightforward oral and written instructions and to keep basic work records. Physical skills related to the work.		
Physical, mental and emotional demands		
Ability to work outdoors all year round.		
Motivation		
A commitment to providing a quality service to customers.	A willingness to undertake job related training.	
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits