



Highfield Middle School
Part of Tyne Community Learning Trust

Lunchtime Supervisory Assistant

Part Time

7 hours 30 min per week

Band 1

£20,258 to £20,441 [FTE] per annum

(£3,426 to £3,458 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.

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We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Our Child Protection Policy and Employment of Ex-Offenders Policy can be found downloaded with the application pack online.

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 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 Wednesday 22nd March 2023

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