

SEGHILL FIRST SCHOOL

LUNCHTIME SUPERVISORY ASSISTANT

Permanent Part Time Term Time only 6 hours per week Band 1.2 Annual salary £23,656 per annum (actual £3,215 pro rata)

Seghill First School is a small school set in the heart of the community that it serves. Our children have very positive attitudes and a distinct pride in our school. Our staff and governors are dedicated, hard-working and absolutely committed to providing the best possible education for our children and achieving our school motto of safe, supported and successful. Further information about our school can be found on our website.

Our governors are looking to appoint an enthusiastic and highly motivated Lunchtime Supervisory Assistant to join their very successful team.

You will be required to play an integral role in our lunchtime provision for children. Your duties will include looking after children during their lunchtime, making sure they are safe, talking to them, encouraging eating, supporting play and good behaviour.

The successful candidate must:

- have recent experience of working with children;
- be willing to be a proactive member of our whole school team;
- have a positive approach to work;
- be willing to make a valuable contribution to the work of our school and support its ethos;
- become involved in all aspects of school life.

Due to the operational needs of the school, the working pattern will be Monday to Friday 11:48am to 1:00pm.

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 on the [school website](#)

An online search will be carried out on shortlisted candidates, prior to interview.

Informal discussions or visits to the school prior to interview are encouraged. Please contact Miss Best, our Office Manager, to arrange a visit, on 0191 237 0419.

Application forms can be downloaded from this website and are also available from the school by telephoning the school office. A curriculum vitae will not be accepted.

Completed applications should be returned directly to the school either by post to Miss Best at the postal address below, or by email to schooladmin@seghillschool.co.uk

Closing Date: noon on Monday 17th February 2025

Headteacher: Tracey Chappell
Seghill First School
Main Street North
Seghill First School
Northumberland
NE23 7SB

e-mail: schooladmin@seghillschool.co.uk website:
www.seghill.northumberland.sch.uk/web/

