

Sele First School

Midday Supervisory Assistant

Permanent Contract

Part Time

12.5 hours per week (2.5 hours per day)

Band 1, Point 2

£24,413 FTE

£6,437 pro rata

Sele First School is a large school. Our Nursery classes offer 39 places. All other classes are organised on the basis of age into national curriculum groupings with three classes in each year group. We currently have 371 children on roll. Further information about the school can be found on our website.

Our governors are looking to appoint an enthusiastic and hard-working Midday Supervisory Assistant to join their very successful team from as soon as possible.

As a Midday Supervisory Assistant, you will work before, during and after the lunch period of the school day to help set up for lunch service and undertake the supervision of children and to attend to their welfare needs and clear down the canteen at the end of service.

The working pattern will be: Monday to Friday, 11.15am to 1.45pm, term time only.

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 Activity 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 [here](#)

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 Karen Hepples, School Business Manager to arrange a visit. Tel: 01434 602808.

Application forms can be downloaded from this website <https://www.selefirst.org/Vacancies/> and are also available from the school by telephoning the school office. A curriculum vitae will only be accepted alongside an application form.

Completed applications should be returned directly to school, either by post to Steph Milburn, Sele First School, Hexham, Northumberland, NE46 3QZ or by email to jobs@sele.northumberland.sch.uk.

Closing Date: 12.00pm on Wednesday 16 September 2026

Headteacher: Steph Milburn, Sele First School, Hexham, Northumberland, NE46 3QZ
e-mail: admin@sele.northumberland.sch.uk
website: www.selefirst.org