

Dear Candidate

September 2026

Thank you for your interest in the Midday Supervisory Assistant post presently being advertised at Sele First School. The successful candidate will take up post as soon as possible subject to supporting references and safeguarding checks including an enhanced disclosure barring check.

As a Midday Supervisory Assistant, you will be 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 successful candidates will work a total of 12.5 hours per week during term time. This equates to 2.5 hours per day from 11.15am until 1.45pm.

Sele First School is committed to safeguarding and protecting our children and young people and expects all staff and volunteers to share this commitment. All posts are subject to a safer recruitment process which includes enhanced criminal records and barring checks, scrutiny of employment history, robust referencing and other vetting checks. Online searches may be done as part of due diligence checks.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across our school.

Candidates should complete the attached application form. Candidates should also send a cover letter with their application. Letters should be submitted on separate paper. Candidate's names should be written on the bottom of each separate sheet included. CVs are not acceptable, as all the statutory information should go on the application form. The closing date for applications is noon on Wednesday 16 September 2026.

Applications should be addressed and returned to:

Steph Milburn, Headteacher
Sele First School
Hexham
Northumberland
NE46 3QZ

I look forward to hearing from you.

S Milburn

Steph Milburn
Head Teacher

Candidates should note that the school operates a no-smoking policy throughout all its accommodation and grounds.