

Welbourn Church of England Primary School

High Street
Welbourn
Lincoln
LN5 0NH
Tel: 01400 272798
Email: enquiries@welbourn.lincs.sch.uk



'Believe, Excite, Succeed, Together'

Headteacher: Mrs A Ingamells

Website: www.welbournprimary.co.uk

Midday Supervisory Assistant

We are looking to appoint a happy, reliable Midday Supervisory Assistant to work in a team within our friendly primary school for 7.5 hours per week during term time only (39 weeks per annum). The post involves ensuring an enjoyable, safe and sociable lunchtime for all pupils.

Salary Grade: G2.3 - G2.6

Monday – Friday 11:45 – 1:15

Duties include:

- Setting up lunchtime
- Supervising children eating
- Serve up hot meals
- Clearing up afterwards and putting tables and chairs away
- Supervising on the playground
- Support and encourage positive play and interactions, in line with the School Behaviour Policy
- Ensure that any incidents are reported to the right person and escalated as required
- Other additional tasks that support the effective running at lunchtime period

Basic health and hygiene training will be given along with safeguarding and first aid training.

The ideal candidate will:

- Be enthusiastic and enjoy working with children
- Want to make our pupils' lunchtimes a happy experience
- Be able to communicate effectively with children of all abilities, recognising the importance of inclusion
- Promote the safeguarding and welfare of the children in our school
- Positively contribute to our school team
- Use their initiative, and be hard working and organised
- Promote our school values

Visits to the school are encouraged, please contact the school office on 01400272798 to arrange a visit or email on enquiries@welbourn.lincs.sch.uk

Our school is committed to safeguarding and promoting the welfare of young people and expects all staff to share in this commitment. Any offer of employment will be subject to an Enhanced DBS check and employment references. All shortlisted candidates will need to verify their eligibility to work in the UK at interview. In line with Keeping Children Safe in Education, please be advised that if shortlisted, we will carry out internet searches to support our commitment to safer recruitment. Please note that the purpose of this is to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with applicants at interview.

Fluency Duty

In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.

The school advertising the vacancy will contact you directly regarding the outcome of your application and any interviews. When interviews are taking place schools will follow all Government and Public Health England Guidelines.

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