

OUR LADY IMMACULATE CATHOLIC ACADEMIES TRUST
ST JOHN RIGBY PRIMARY SCHOOL



WELCOME



Application Pack
Post: **Midday Supervisory Assistant**





Midday Supervisory Assistant Immediate Start

Salary: Grade B Point 2 £23,656 annually (FTE)

Contract Type: Part-time / Permanent / Monday-Friday / 5 hours per week / 12.00pm – 1.00pm / Term Time Only

We are seeking to appoint a highly committed Midday Supervisory Assistant whom, under the direction of the Headteacher, SLT and Senior Midday Supervisor would be responsible for the safety, welfare and good behaviour of our pupils during the midday lunch break.

We are seeking applicants who are:

- Willing to support our school's ethos
- Highly motivated
- Committed to making a difference to children's lives
- Demonstrate high expectations of both pupil conduct and behaviour
- Flexible, with a strong commitment to teamwork
- Have great interpersonal and communication skills

In return, we can offer:

- A friendly, caring community where everyone is respected and valued;
- A happy, calm learning environment where well-behaved children, who are proud of their school, feel safe, confident and motivated to achieve their full potential;
- Opportunities to support career development within a forward-thinking school
- Investment in staff wellbeing

"St John Rigby is a happy school. Pupils enjoy warm, trusting relationships with their peers and with staff, and these relationships help the children to thrive.

The school is a nurturing place to learn and staff wellbeing is a priority" (Ofsted rated GOOD Sept23)

If you would like to join our team, we would love to hear from you.

We warmly welcome any visits to the school to see us in action.

Should you have any queries regarding the post or application process, please contact Mrs Di Pace on 01234 401900 or email office@sjr.beds.olicatschools.org



Our Lady Immaculate Catholic Academies Trust is a large Catholic Multi Academy Trust situated in the northern half of the Catholic Diocese of Northampton. Bedford Catholic School forms part of the Trust along with ten Catholic primary schools and two Catholic secondary schools located across the geographical area of Northamptonshire and Bedfordshire



**ST JOHN RIGBY
PRIMARY SCHOOL**

Polhill Ave, Bedford, MK41 9DQ
Tel: 01234 401900 @stjohnrig

Diocese of Northampton

Visit www.stjohnrigby.org for further information

JOB DESCRIPTION

Job Title	Midday Supervisory Assistant
Closing Date	The application will close once an appointment is made
Interview Date	Applications for shortlisting will be considered upon receipt and interviews conducted accordingly.
Salary / Scale	Grade B Point 2 £23,656 annually (FTE)
Contract type	Permanent, part-time
Purpose of the Position	To be responsible, during the midday lunch break, for the safety and general welfare and proper conduct of pupils in line with school expectations.
Responsible to	Senior Supervisory Assistant under the general direction of the Headteacher/SLT
Accountable to	The Headteacher
Main duties and responsibilities	<ul style="list-style-type: none"> Supervising pupils immediately before, during and after their midday meal. Organising and supporting pupils in playing games and with other social interactions both on the playground and in class during wet play. Assisting pupils where necessary to cut up food and guidance on the proper use of cutlery; assisting in the clearance of any spillage etc. Supervising pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Management Policy. Ensuring that Health & Safety practices and procedures affecting pupils and supervisory staff are maintained including the reporting of accidents and action taken, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness. Assisting with the clearing of the dining room if/when necessary – stacking chairs, wiping down tables, sweeping floor. Maintaining confidentiality at all times in respect of school-related matters and preventing disclosure of confidential and sensitive information. Undertaking any other duties of a similar level and responsibility as required.

MIDDAY SUPERVISORY ASSISTANT - PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Willingness and ability to obtain and /or enhance qualifications and training for development in the post 	<ul style="list-style-type: none"> First Aid Certificate
Experience	<ul style="list-style-type: none"> Caring for children 	<ul style="list-style-type: none"> Previous experience in a similar post in school Engaging in children's activities in a formal setting
Knowledge and Understanding	<ul style="list-style-type: none"> Good oral and written communication, including the ability to communicate clearly in English Health and Safety issues First Aid 	<ul style="list-style-type: none"> Education Service Child Protection procedures
Personal Characteristics and Skills	<ul style="list-style-type: none"> Ability to relate well to children and adults A pleasant and sympathetic manner Ability to work as part of a team 	<ul style="list-style-type: none"> Flexible approach Patience Caring
Other Requirements	<ul style="list-style-type: none"> A satisfactory record check undertaken by OLICAT HR 	