



# Holy Family Catholic Trust

## Multi Academy

St Bernard's R.C. Primary School and Nursery

### Lunchtime Assistant

<b>Job Title</b>	Lunchtime Assistant
<b>Location</b>	St Bernard's R.C. Primary School and Nursery
<b>Responsible To</b>	Head of School
<b>Salary Grade</b>	Band B, scale point 3 £22,737 FTE, (£3,471.02 actual)
<b>Contract</b>	This is a part-time, permanent contract. This post is 6.5 hours per week, 38 weeks per year (term time only).
<b>Start Date</b>	As soon as possible
<b>Closing Date for Applications</b>	Friday 5 <sup>th</sup> January 2024 at 12.00pm

The Governors of St Bernard's R.C. Primary School and Nursery would like to appoint a caring, committed and vigilant Lunchtime Assistant to supervise pupils during the lunch time period and to ensure their welfare and safety. Duties will include supervision, support, engaging with children and the cleaning of the lunch hall, as well as other duties as directed by the Head of School.

**St Bernard's** is a place where faith, values, learning & creativity come together as one. We are passionate about new learning and are committed to giving the best experience possible to our children and families.

#### Key Responsibilities

- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
- To undertake the general supervision of pupils during the service of meals and to maintain an adequate standard of table manners and eating habits.
- To provide adequate training in the use of cutlery.
- To provide welfare and supervision of all pupils before or after the meal and in the playground, hall, corridors and classrooms as instructed by the senior member of classroom staff.
- The organisation and management of large numbers of pupils.
- To supervise classes of children inside school during wet lunchtimes.
- To maintain discipline during the lunch break and to promote adherence to the School's Behaviour and Anti Bullying Policies.

In line with Keeping Children Safe in Education, Holy Family Multi Academy Trust will undertake general online searches for all shortlisted candidates, this may include social media and video platforms such as Facebook, Twitter, Instagram, Tik Tok and You Tube. Online searches will only examine data that is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.

The successful applicant will be subject to relevant clearance from the Disclosure and Barring Service. All applicants will be considered on the basis of suitability for the post regardless of sex, race or disability. All applicants invited to interview must evidence their right to work in the UK.

To apply for this position, please send a covering letter, completed application form, and the completed recruitment documents attached to the vacancy listing, for the attention of Mrs J Le Feuvre, Head of School, to [recruitment@hfcmat](mailto:recruitment@hfcmat).

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.***