

VACANCY

Bournes Green Schools

Midday Assistant



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| Location: | Bournes Green Junior School |
| Pay Range/Salary: | Level 3 SCP 5 (£19, 312 per annum, pro rata) |
| Start Date: | ASAP |
| Contract Type: | Fixed Term to 22 July 2022, Term Time Only |
| Hours per week: | 5 (Monday to Friday, 1 hour each day) |
| Application Closing date: | Tuesday 4th January - midday |
| Shortlisting Date: | Wednesday 5th January |
| Date of Interview: | Friday 7th January |

The Bournes Green Schools are looking to recruit an enthusiastic and friendly Midday Assistant to join the team. You will be working alongside our team of dedicated staff to care for the children during their lunch break to provide a positive, happy, and secure environment.

The successful applicant will

- prepare the dinner hall for lunch, serve and clear away afterwards.
- supervise children in the lunch hall, classrooms, and the playground.
- encourage healthy eating.
- administer first aid if required.
- interact with children to encourage good social skills.
- respect the need for confidentiality.

Bournes Green Junior School is a two-form entry school, part of the Southend East Community Academy Trust. We are a caring school with wonderful children who love to learn. Our staff members are extremely dedicated, friendly and supportive of each other. We can offer you the support of a committed team of staff and Governors.

Please contact Human Resources at hr@secat.co.uk for an Application Pack, or for further information about the role.

A copy of the SECAT Recruitment and Selection Policy and Privacy Notice for Job Applicants can be found in the policies section of the SECAT website (www.secat.co.uk)

SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references. We are an equal opportunities employer.

SECAT reserve the right to appoint before the closing date.