

VACANCY

Bournes Green Schools

Midday Assistant



Location:	Bournes Green Schools
Pay Range/Salary:	Level 3 SCP 5 (FTE £23,500 per annum) Actual salary £1,629.77 per annum
Start Date:	As soon as possible
Contract Type:	Permanent/ Term Time Only
Hours per week:	3 hours per week, Thursday and Friday, 12:00 to 13:30
Application Closing date:	9 th February 2024

Southend East Community Academy Trust (SECAT) and Bournes Green Schools are seeking to appoint an enthusiastic and caring Midday Assistant to join our team. Duties will include setting up for lunch, including moving tables, supporting children whilst they eat, cleaning tables and floors after lunch, as well as potentially some playground supervision.

Bournes Green 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 as well as children who are well behaved and eager to learn.

Please complete an Application Form, which can be downloaded from the SECAT website (www.secat.co.uk) and return the completed form to hrhelpdesk@secat.co.uk. 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 committed to recruiting and retaining a diverse workforce, and we encourage and welcome applications from all backgrounds and from all parts of the community, particularly people from ethnic minorities, who are currently under-represented.

SECAT reserve the right to appoint before the closing date.