



## VACANCY

### Hinguar Primary School & Nursery

### Midday Assistant

<b>Location:</b>	Hinguar Primary School & Nursery
<b>Pay Range/Salary:</b>	Level 3, SCP 5 (FTE £23,500 per annum) Actual Salary £3,395.36 per annum
<b>Start Date:</b>	As soon as possible
<b>Contract Type:</b>	Permanent/ Term Time Only
<b>Hours per week:</b>	6.25 hours per week (1.25 hours per day)
<b>Application Closing Date:</b>	29 <sup>th</sup> January 2024
<b>Interview Date:</b>	2 <sup>nd</sup> February 2024

The Headteacher of Hinguar Primary School and CEO of Southend East Community Academy Trust (SECAT) are seeking to appoint an enthusiastic Midday Assistant to join our dedicated team at Hinguar in Nursery.

We can offer you:

- Children who are happy, confident and enjoy learning and achieving.
- Dedicated and experienced staff
- A caring ethos where everyone is valued and where wellbeing is paramount.
- Friendly, enthusiastic, and highly dedicated staff
- A forward-looking school that is committed to the success of all pupils and staff.
- Positive working relationships with our five other schools

We would like someone who:

- Is caring and positive.
- Has excellent organisational skills and is proactive
- Is able to work as part of a team.
- Has a flexible, "can-do" approach
- Has the ability to communicate with children and staff
- Has a sense of humour

## Information about the school

At Hinguar Primary School and Nursery, we have high expectations and high outcomes for all our children. We pride ourselves on the good education we offer our children and the excellent opportunities we provide through our well-developed curriculum. Our curriculum embraces varying viewpoints and beliefs, encourages debate and discussion, is based on the global dimension, reflects cultural diversity as well as Fundamental British Values, gives children a good basic skill set and equips them for life-long learning beyond Hinguar.

We are committed to supporting and improving the strong links that we have with our community and to working collaboratively with our colleagues at SECAT.

Visits to the school are warmly welcomed. Please contact Mrs Anderson: [admin@hinguar.secat.co.uk](mailto:admin@hinguar.secat.co.uk) to arrange an appointment.

Please visit [www.secat.co.uk](http://www.secat.co.uk) to download an application form and return the completed form to [hrhelpdesk@secat.co.uk](mailto: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](http://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.