

Mengham Junior School

Lunchtime Supervisory Assistant

- **Closing Date:** 18th July 2024
- **Interview Date(s):** 21st July 2024
- **Job Start Date:** 2nd September 2024
- **Contract/Hours:** Temporary, Part-time
- **Salary Type:** EHCC / Support Staff
- **Salary Details:** Approx £11.50ph
- **Hours of Work:** 7.5 hours per week Term Time only
- **Location of Role:** Mengham Junior School
- **Contact e-mail address:** l.cole@mengham-jun.hants.sch.uk

Job/Person Summary

At Mengham Junior School we strive to be:

- Successful learners
- Healthy and confident individuals
- Responsible members of our community

We are looking to recruit a friendly, caring Lunchtime Supervisory Assistant who enjoys working with children. The successful candidate will need to be confident when dealing with pupils, a good communicator, a team player and willing to undertake first aid training.

The role involves a variety of responsibilities:

- Safeguarding of children in line with key legislation and school policies
- Playground/field supervision, including setting up, supporting and developing lunchtime activities, dining hall duties and wet break supervision in class.
- Reading activities with pupils
- Ensuring that good order and behaviour is maintained in accordance with the school's agreed Behaviour Policy.
- Administering basic first aid and liaising with other staff as necessary.
- Attending monthly team meetings outside of the lunch period.
- Assisting with ancillary duties e.g. cleaning up spillages, wiping tables etc.
- Ensuring confidentiality of dealings in school.

Application Procedure

Visits to the school are warmly welcomed.

For further details, an application pack or to book a visit, please contact the school office, on 023 9246 2162. Alternatively, please visit our website <https://www.menghamjunior.co.uk/about-us/vacancies/>

Applications can be sent by email to Stephanie Latham on l.cole@mengham-jun.hants.sch.uk

If you have any additional questions please do not hesitate in contact us.