

VACANCY

Bournes Green Schools

Midday Assistant



Location:	Bournes Green Junior School
Pay Range/Salary:	Level 3
Start Date:	2 nd November 2021
Contract Type:	Fixed Term Contract to 22 nd July 2022
Hours per week:	5 (Monday to Friday, 1 hour each day)
Application Closing date:	4 th October 2021 – midday
Shortlisting Date:	4 th October 2021
Date of Interview:	12 th October 2021

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:

- supervise children in the lunch hall, classrooms, and the playground.
- prepare the dinner hall for lunch, serve and clear away afterwards.
- 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.