

# VACANCY

## Bournes Green Schools Midday Assistant



<b>Location:</b>	Bournes Green Infant School
<b>Pay Range/Salary:</b>	Level 3 SCP 5 (actual salary £3,361.09 per annum)
<b>Start Date:</b>	ASAP (subject to DBS and two references)
<b>Contract Type:</b>	Permanent, Term Time Only
<b>Hours per week:</b>	7.5 (Monday to Friday, 1.5 hours each day)
<b>Application Closing date:</b>	<b>23<sup>rd</sup> May 2022 – midday</b>
<b>Shortlisting Date:</b>	<b>24<sup>th</sup> May 2022</b>
<b>Date of Interview:</b>	TBC

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 visit [www.secat.co.uk](http://www.secat.co.uk) to download an application pack and return completed forms to [hr@secat.co.uk](mailto:hr@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 an equal opportunities employer.

SECAT reserve the right to appoint before the closing date.