****Crigglestone St James CE Primary Academy

Headteacher: Miss B Minor

St James Way, Crigglestone, Wakefield, West Yorkshire, WF4 3HY Tel: 01924 251048

Enquiries: [admin@stjamesacademy.co.uk](mailto:admin@stjamesacademy.co.uk) Teaching & Learning: assistanthead@stjamesacademy.co.uk

Safeguarding/Health & Safety/Attendance: safeguarding@stjamesacademy.co.uk Special Educational Needs: [senco@stjamesacademy.co.uk](mailto:senco@stjamesacademy.co.uk) www.stjamesacademy.co.uk

Registered Office: Crigglestone St James, St James Way, Crigglestone, Wakefield, West Yorkshire, WF4 3HY Registered in England No. 8097265 An Exempt Charity

**Crigglestone St James CE Primary Academy Lunchtime Supervisor**

**To start As Soon as Possible**

**1 lunchtime supervisor required to start as soon as possible.**

**The post is dependent upon a clear enhanced DBS and references.**

**This is a permanent contract.**

**Hours:**  1½ hours a day (12:00pm – 1:30pm) Monday to Friday.

**Pay Grade:** 2, FTE of £18,198. **This is pro rata and is a part-time post of 7 ½ hours a week term time only**.

* Do you enjoy working with children?
* Do you like being active?
* Do you want to help children at lunchtimes?

If so, then we have the job for you!

Children are at the heart of what we do at Crigglestone St James CE Primary Academy. Crigglestone St James is a vibrant and popular school where children enjoy a rich and diverse range of experiences and achieve well in a caring and respectful environment.

Lunchtime supervisory assistants are valuable members of our staff team and we are seeking to increase our lunchtime team to support children at lunchtime. We wish to appoint a friendly, caring person who likes working with children, to join our experienced team of lunchtime supervisors. You will need to be enthusiastic, patient, well-organised and flexible. You must be able to cope with a busy dining hall and have the ability to manage effectively. You must be able to communicate with children and adults well, show initiative and understand the importance of safety and safeguarding.

**The role involves:**

* Helping children during lunch time in the hall, modelling good manners and supporting healthy eating.
* Keeping tables clean and helping children in the dinner hall.
* Being responsible for the safety, welfare and behaviour of our children.
* Supporting children to stay safe when eating and when moving around the dinner hall.
* Setting up and tidying away resources.

**If you are interested, please contact the School Business Manager for an application form and job description:** [**sbm@stjamesacademy.co.uk**](mailto:sbm@stjamesacademy.co.uk) **or call: 01924 251048**

**The deadline for all application forms is Thursday 17th October at 9:00am**

**Interviews will be held on Monday 21st October.**

**Crigglestone St James CE Primary Academy is committed to safeguarding, safer recruitment and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**All offers of employment are subject to relevant pre-employment checks in line with KCSIE - an Enhanced DBS check, references, a prohibition from teaching check** **and a letter of past conduct from the relevant overseas professional regulatory body, if appropriate,** **will be completed for all applicants.** **As part of our commitment to safeguarding, online checks will be completed if shortlisted.**