



Belchamp St Paul Church of England (VA) Primary School

Vicarage Road
Belchamp St Paul
SUDBURY SUFFOLK CO10 7BP
Tel: 01787 277222

Email: admin.belchampstpaul@dcvst.org
Web: www.belchampstpaulschool.co.uk
Head Teacher Mrs Kirsty Stuart

Job Advert Midday Assistant

Scale 2, Pt 3, commencing 13th January 2024
£24,027 FTE, Pro Rata Salary £2,708.86
Permanent part-time - 5 hours per week over 5 days

Belchamp St Paul Primary is a small church school situated in a beautiful, rural location where we form part of a much wider community. We have strong ties with a number of local schools and belong to the Diocese of Chelmsford Vine School Trust. During their time with us, we endeavour to instil children with strong values. We teach them to be compassionate and respectful, all while building confidence and equipping children with the skills they need to be successful both in and outside the classroom. We believe that through encouragement and the right opportunities children of all abilities will thrive. Our job is to provide those opportunities.

The role of a Mid Day Assistant is crucial for maintaining a safe and organized environment during lunchtime. In this role, you will be required to:

- **Supervising Students During Lunchtime:** Ensuring that students are safe and well-behaved while eating lunch in the school hall.
- **Playground Supervision:** Monitoring students during outdoor playtime after lunch, ensuring they follow school rules, play safely, and resolve any conflicts that arise.
- **Ensuring Safety and Well-being:** Checking that students are comfortable and healthy, assisting with minor first aid if necessary, and making sure children are properly supervised at all times.
- **Supporting Positive Behaviour:** Encouraging positive social behaviour, resolving minor conflicts between students, and promoting good manners, fairness, and respect.

Applicants should have:

- Worked with or cared for children.
- Some knowledge of First Aid.
- Basic reading and writing skills
- Ability to count and undertake basic calculations

Our school has adopted the 'Safer Recruitment' process and successful applicants will be required to undertake a DBS check.

Closing date for applications: 6th January 2025. Please get in touch with the school office on 01787 277222, or email admin.belchampstpaul@dcvst.org if you would like to discuss the role further.

Closing date for applications: 6th January 2025.

Interview date: 7th January 2025.

Explore, Dream, Discover...

Enabling children to find their feet, their strengths & their voice

