



### Internal Vacancy

**Post Title: Lunchtime Supervisory Assistant**

**Responsible to: Office Manager**

**Closing Date: Friday 19<sup>th</sup> January 2018**

#### **Job/Person Summary**

We are looking to appoint an enthusiastic, caring individual to join our lunchtime staff. We are a happy school with an excellent lunchtime team who are fully involved in the life of the school. Along with the normal lunchtime duties, you will help to ensure that the children are safe, secure and in a caring and happy environment.

Hours of work will be: 11.45am-1.00pm

#### **Your duties will include:**

- Supervising and assisting in the dining hall
- Ensuring children are safe, happy and well behaved during the lunchtime period
- Dealing with minor first aid
- Supervising on the playground or in the classrooms if weather is poor
- Generally ensuring that lunchtimes are happy time for all involved and dealing with any issues in a positive and thoughtful way

#### **We can offer:**

- A friendly and caring school that works in partnership to ensure outstanding achievement for all children
- A commitment to your own professional development
- An opportunity to be part of a forward thinking and dynamic team with a shared vision of excellence
- The opportunity to contribute to our growing Multi-Academy Trust, the first of its kind in the South East

**Hollybrook Infant School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**