

## Midday Supervisory Assistant Lincoln Carlton Academy

### *Creating a haven in which children flourish*

We are seeking to appoint a Midday Supervisory Assistant to work with our dedicated midday team at Lincoln Carlton Academy.

Hours: 5 hours per week, 12pm to 1pm (Monday to Friday), school term time only

Salary: Grade 2.3 (£16,626 pro rata)

Contract: Permanent post

Start date: 4<sup>th</sup> September 2018

Midday Supervisory Assistants are required to:

- Prepare rooms for dining, including setting out tables and chairs.
- Distribute meals and serve water.
- Supervise children during the meal, in the playground, classrooms, corridors, cloakrooms, toilets, etc and escort children between areas where necessary.
- Clear tables and collect rubbish, wash and stack away tables, chairs, water jugs and clean dining area as required.

We are looking for candidates who:

- Enjoy working with children of primary school age;
- Are passionate about healthy eating;
- Are flexible and can adapt to the changing needs of life in school.

*Having the ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.*

We would love to welcome candidates to visit us at a lunch time. Please contact the school to arrange a date!

Application packs are available to download from our school website: <http://lincolncarltonacademy.com/vacancies/>

If you have any questions about the post please contact Sarah Middleton at [recruitment@lincs-hub.co.uk](mailto:recruitment@lincs-hub.co.uk)

**The closing date for applications is midnight, Monday 25<sup>th</sup> June 2018. Interviews for shortlisted candidates will take place on Wednesday 4<sup>th</sup> July 2018.**

*We are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to the relevant pre-employment checks which will, where applicable, include a health check, a DBS check with children's barred list and satisfactory references. Our schools are part of CfBT Schools Trust, which is a charity and a company limited by guarantee. Registered in England & Wales. Company No. [7468210](#). Registered Office: Highbridge House, 16-18 Duke Street, Reading, RG1 4RU.*