



**The Roman Catholic Diocese of Hexham and Newcastle  
In partnership with Bishop Wilkinson Catholic Education Trust**

## **Lunchtime Supervisory Assistant**

FTE Salary £18,562-£18,933 Grade C/Scale 3-4, pro rata  
5 hours 50 minutes per week, TTO 38 weeks, Permanent

### **St Michaels Catholic Primary School**

**Headteacher:** Mrs M Wilson  
**Tel:** 0191 5840542  
**Website:** [www.stmichaelscatholicschool.co.uk](http://www.stmichaelscatholicschool.co.uk)  
**Email:** [smi@smi.bwcet.com](mailto:smi@smi.bwcet.com)  
**Number on Roll:** 209

### **Required from ASAP**

### **Post Details**

The Head Teacher and Governing Body are looking to appoint an enthusiastic, caring and responsible person to join our Lunchtime Supervisory Team, to help supervise and engage children in activities throughout the lunchtime break.

Successful applicants must be able to demonstrate the following:

- Good social skills and an ability to communicate effectively
- Initiative and the ability to work as part of a team
- Patience and sensitivity in dealing with children, with an ability to respond to their needs
- Punctuality and reliability

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS check from the Disclosure and Barring Service.

School safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board Procedures.

St Michaels Catholic Primary School is part of Bishop Wilkinson Catholic Education Trust, a family of 5 secondary schools and 32 primary schools from across Gateshead, Sunderland, Durham and Northumberland, in the west of the Diocese. The Trust will expand to 37 schools by the end of 2021 and reach a total of 48 schools by 2022.

## **How to apply**

Application forms and further details are available from our [Trust website](#) and application forms should be completed online.

**Closing date:** Thursday 18<sup>th</sup> November 2021 12:00 Noon  
**Interviews to be held:** TBC

Only applications received on the CES application form will be considered for shortlisting.

*The board and the Diocese are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act and is subject to an enhanced DBS check.*

*In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form. For further information on the data we collect and the reasons for this, please refer to the 'Notes for Applicants' document.*

### **Equality Monitoring**

*Applicants are not required to complete the Equal Opportunities Monitoring Form, however, if they do, they will be helping the school to fulfil its obligations under the Equality Act 2010.*

*The Equal Opportunities Monitoring Form will be used purely for monitoring and statistical purposes and will not form part of the application or the recruitment process. The persons involved in the recruitment process will not have sight of the completed Equal Opportunities Monitoring Form.*

### **Emailed applications are acceptable**

*Due to the ongoing COVID-19 outbreak, the interviews for this position may be remote, therefore if you are able, we would encourage candidates to hand sign any documents which require signature and then email the scanned version to the school. Original documents should be signed as soon as circumstances allow.*