



The Roman Catholic Diocese of Hexham and Newcastle  
in partnership with South Tyneside Local Authority



## St Matthew's RC Primary School

Alnwick Grove, Jarrow, Tyne and Wear. NE32 5YT Tel: 0191 4898355

Website: [www.stmatthewsrc.org](http://www.stmatthewsrc.org)

Email: [office@stmatthewsjarrow.co.uk](mailto:office@stmatthewsjarrow.co.uk)

Chair of Governors: Mr Wilf Flynn

Headteacher: Mrs Eve Alderson

*"Welcome to our happy school, where everyone is valued and given the opportunity to 'let their light shine.' With Jesus in our hearts, we encourage love and respect for all. We strive to reach our goals, as we learn, and grow, in a safe and enjoyable environment."*

### 2 x Supervisory Assistants Level 1

(Two posts to start as soon as possible)

7.5 hours per week, term time only (38 weeks worked)

Salary £18,562 per annum pro rata (Hourly rate: £9.62)

The Governing Body are seeking to appoint two Lunchtime Supervisory Assistants to ensure the safety and welfare of our pupils on the school site during the midday break. Previous experience of working with children is desirable.

#### Duties include:

- Supervision of pupils during their lunchtime, both in the hall and outside
- Ensuring positive interactions with children
- Administering First Aid when necessary (appropriate training will be provided)
- Leading playground games
- Managing behaviour
- Maintaining discipline throughout the lunchtime breaks, in accordance with guidance given by senior members of staff
- Ensuring that an accurate record of incidents is kept

#### We can offer:

- A strong Catholic ethos where all are valued
- Happy, confident and motivated children who embrace new challenges
- Friendly and committed staff
- An active and supportive Governing Body

Please see our website for further information about our school.

Application forms and supporting documentation are available on our school website or by requesting an application pack via email to [jobs@southtyneside.gov.uk](mailto:jobs@southtyneside.gov.uk).

**Applications are to be returned by email to [jobs@southtyneside.gov.uk](mailto:jobs@southtyneside.gov.uk) by noon, Monday 7<sup>th</sup> February 2022.**

**Interviews: Friday 11<sup>th</sup> February 2022**

*The governing board of St Matthew's RC Primary School 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.*