



The Consortium Multi Academy Trust

Chair of Members and Trust Board: Dawn Carman-Jones

Principal & CEO: Andrew Aalders-Dunthorne

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Head Office Telephone Number: 01986 835670

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Midday Supervisor Assistant – Rendlesham Primary School

Days: Monday to Friday (38 weeks a year)

Times: 11.30am – 1.15pm

Venue: Rendlesham Primary School

Salary: £9.46 per hour

Details: To prepare the hall for lunches and clear away afterwards. To supervise pupils throughout the midday break and work alongside other staff with the provision of childcare, play and educational activities at lunchtimes.

Requirements: We are looking for a Midday Supervisor Assistant:

- Direct supervision of pupils throughout the midday break, i.e. from the end of morning school until the start of the afternoon session;
- Supervision of children during the meal to ensure that a good atmosphere is maintained. Encourage good eating habits and assisting younger children when necessary.
- Oversee all areas where pupils gather during the lunch break, these may include dining areas, cloakrooms, classrooms, playing field etc, as appropriate
- Maintain an acceptable standard of conduct and safety as laid down in the school policies, by dealing with any problem, minor injuries and reporting breaches of discipline to an appropriate member of staff
- Assist with the induction training of any new midday supervisory assistants or supply assistants when necessary
- Any other related duties as directed by the line manager/Academy Head
- Able to adhere to policies and procedures and follow GDPR guidelines
- Able to maintain confidentiality
- Can work on own initiative;
- Experience of working with children preferable;
- Is comfortable in supporting a range of abilities, including pupils with SEND;
- Is confident in supporting good behaviour management skills;

Qualifications: Basic level Numeracy and Literacy

Line manager: School Business Manager

Training: As required

Start date: ASAP 2021

Closing Date: 19th April 2021

Interview Date: 28th April 2021

The Consortium Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to undertake an enhanced DBS check.

For an application form and job description or further information, please contact Sally Boulter at Rendlesham Primary School on 01394 462190, or at: admin@rendlesham.org