



**Heckington St Andrew's CE Primary School, Howell Road, Heckington,
Lincs, NG34 9RX**

Midday Supervisory Assistant

G2 (Point 3—6) £18,198—£18,562 pro-rata.

4.5 hrs. per week term time only (38 weeks per year)

Permanent

Start Date: January 2021

Heckington St Andrew's CE Primary School is looking for a Midday Supervisor Assistant to join our school to assist our pupils during the busy lunchtime period. Successful candidates will work alongside other support staff in encouraging pupils to interact with others and take part in activities, as well as providing a safe environment for the children to enjoy their break.

The MAIN DUTIES:

1. Prepare dining hall by setting out furniture, plates, cutlery etc.
2. Transferring food onto hot plates Checking food is correct temperature
3. Serving up food in correct sized portions and supervising children at the same time
4. Supervising in playground after children have finished eating
5. Recording any incidents or injuries
6. Cleaning dining hall and equipment and clearing away all containers etc.

**Working hours for this role are 4 ½ hours per week (1 ½ hours per day;
Monday, Tuesday and Wednesday), 38 weeks per year.**

What we are looking for:

- experience of working with children of primary school age, including children who may have additional needs;
- the ability to encourage and inspire young people;
- an effective team worker, who understands a schools roles and responsibilities and their own position within these.
- Food hygiene certificate would be advantageous.

Please download the job description and application form from <http://www.heckington.lincs.sch.uk/> or contact Mrs Kelby in the school office. Candidates are advised to write their application to the job description.

Closing date for applications: 12 noon on 10th December 2020

Interviews will be held week commencing 14th December