



Bedlington West End Primary School

Lunchtime Supervisory Assistant

Permanent position, term time only – 6.75 hours per week

Band 1 point 2
[£23,656 [FTE] per annum (£3,628 pro rata)
commencing as soon as possible

At Bedlington West End Primary School, we believe that every child is unique and can achieve his or her potential. Each child will receive the nurture, support and challenge to prepare her/him for the next stage of learning and for life beyond education. We expect every child to be the best she or he can be and to follow our school motto, '**Yes I can!**'

We have very enthusiastic and friendly children; dedicated and hardworking staff, and a supportive governing body and parents. Further information about the school can be found on our website.

Our governors are looking to appoint an enthusiastic and friendly Lunchtime Supervisor to join our school as soon as possible. Some of the duties you will be required to undertake include:

- Supervising pupils during lunchtime in the dining hall, playground and school premises.
- Ensure good behaviour and discipline of children.
- Deal with accidents and incidents and administer first aid if necessary.
- Clean up any spillages.
- Attend training sessions as and when required.

The working pattern will be:

Monday to Friday: 11.50pm to 1.10pm term time only

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the Ministry of Justice website. You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Our Employment of Ex-Offenders Policy can be downloaded from this website.

In line with the guidance in Keeping Children Safe in Education, schools may carry out an online search as part of their due diligence on shortlisted candidates.

Application forms are available from the school by e-mailing angela.markham-lee@westend.northumberland.sch.uk or telephoning Angela Markham-Lee on 01670 822328 or can be downloaded from this website. Please note, we are unable to accept CVs.

Completed applications should be returned directly to the school either by post to Mrs Angela Markham-Lee, School Business Manager, Bedlington West End Primary School, Ridge Terrace, Bedlington, Northumberland NE22 6EB or by email to angela.markham-lee@westend.northumberland.sch.uk

Closing Date: 12 noon on Monday 3 March 2025

Interview Date: Thursday 6 March 2025

If you do not receive an invitation to interview by Tuesday 4 March, please assume your application has been unsuccessful.

Headteacher: Mrs J Dey, Bedlington West End Primary School, Ridge Terrace, Bedlington,
Northumberland. NE22 6EB

e-mail: angela.markham-lee@westend.northumberland.sch.uk

website: westend.northumberland.sch.uk