

St. Stephen's CE School



FRIDAY 29th SEPTEMBER 2023

Midday Meals Supervisor

(Scale 2/3 FTE salary £25,359)

7.5 hours per week, 38 weeks,

Pro-rata salary £4,323.00 per annum / £360.25 per month

St Stephen's CE Primary School is a successful, high achieving, multi-cultural two form entry school in the heart of Shepherd's Bush. We are looking to appoint an **assistant during lunchtimes** to provide support in the lunch hall and playground for children. Some experience of working with children would be an advantage. We have a strong, supportive community of staff that you will work alongside.

The role is part-time from Monday to Friday 12.00pm to 1.30pm, 7.5 hours per week.

Duties include;

- Ensuring smooth lunchtime experiences e.g. navigating lunch hall routines
- Supporting interaction between pupils
- Leading on some playground games with targeted pupils

Please contact the Assistant Head Sally Bouwman on Tel: 020 8743 4483, to arrange a visit or if you have specific questions about the post.

If you wish to apply, please contact the School Business Manager Natasha Joahill on sbm@ststephensce.lbhf.sch.uk for an application pack. **Please note CVs are not accepted.**

We are committed to ensuring the highest levels of **safeguarding** and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a fair, robust and consistent recruitment process which is in line with **Keeping Children Safe in Education** guidance. This includes online checks for shortlisted candidates - you can read more about this in our Safer Recruitment Policy. All offers of employment are subject to an **Enhanced DBS check, references**, and where applicable, a **prohibition from teaching check**.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Expectations) order 1975 (Amendment) (England and Wales) Order 2020.

We welcome applications from all sections of the community, regardless of age, gender, ethnicity, religion, disability or sexuality. We are committed to providing equality and fairness throughout our recruitment and employment practices and not discriminating on any grounds.

Nearest Tube stations Shepherd's Bush Market (Circle and Hammersmith & City Lines); Shepherd's Bush or Wood Lane (Central Line)

Bus routes 72, 148, 207, 260, 283, SL8

Closing Date: Friday 29th September 2023

Interviews: To be arranged

Start Date: ASAP

