



**The Roman Catholic Diocese of Hexham and Newcastle  
In partnership with Bishop Wilkinson Catholic Education Trust**

**Lunchtime Supervisory Assistant (2 posts)**

6 hours 15 minutes per week 12pm – 1.15pm

Grade 1: £18562 Pro Rata Term Time only

St Godric's Catholic Primary School, Carrhouse Drive, Durham. DH1 5LZ

Headteacher: Mrs C M Craig

Telephone: 0191 3847452

Website: [www.st-godricsrc.durham.sch.uk](http://www.st-godricsrc.durham.sch.uk)

Email address: [durhamstgodric@durhamlearning.net](mailto:durhamstgodric@durhamlearning.net)

Number on roll: 213

Required from September 2021

The Headteacher and Governors would like to appoint an enthusiastic and committed person to supervise pupils during the lunch time period. The successful candidate will have experience working with children, work well in a team and be able to support the Christian ethos of the school.

Duties include:

- Supervising hand washing and preparing for lunch
- Supervising children during lunchtimes in school and on the playground
- Encouraging children with food, promoting good manners and healthy choices
- Assist to clear tables, wipe down and maintain general cleanliness of the lunch area
- Communicate effectively with pupils, maintaining good behaviour according to the school's behaviour policy.

St Godric's Catholic Primary School is an Equal Opportunities Employer. We want to develop a more diverse workforce and we positively welcome applications from all sections of the community.

Applicants with disabilities will be invited for interview if the essential job criteria are met.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

This post is not open to job share.

St Godric's Catholic Primary School is part of Bishop Wilkinson Catholic Education Trust, a family of 5 secondary

schools and 21 primary schools from across Gateshead, Sunderland, Durham and Northumberland, in the west of the Diocese. The Trust will expand to 30 schools by the end of 2021 and reach a total of 48 schools by 2022.

### **How to apply**

Application forms and further details are available from our website and should be returned to [durhamstgodric@durhamlearning.net](mailto:durhamstgodric@durhamlearning.net)

Please note that restrictions on visiting our school are still in force due to COVID-19

**Closing date:** : Monday 21 June 2021 (12 Noon)

**Shortlisting:** Thursday 24 June 2021

**Interviews to be held:** Thursday 1 July 2021

Only applications received on the CES application form will be considered for shortlisting.

*The board 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.*

*In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form. For further information on the data we collect and the reasons for this, please refer to the 'Notes for Applicants' document.*

### **Equality Monitoring**

*Applicants are not required to complete the Equal Opportunities Monitoring Form, however, if they do, they will be helping the school to fulfil its obligations under the Equality Act 2010.*

*The Equal Opportunities Monitoring Form will be used purely for monitoring and statistical purposes and will not form part of the application or the recruitment process. The persons involved in the recruitment process will not have sight of the completed Equal Opportunities Monitoring Form.*

### **Emailed applications are acceptable**

*Due to the ongoing COVID-19 outbreak, the interviews for this position may be remote, therefore if you are able, we would encourage candidates to hand sign any documents which require signature and then email the scanned version to the school. Original documents should be signed as soon as circumstances allow.*