



**Diocese of Hexham and Newcastle  
in partnership with Bishop Bewick Catholic Education Trust**

**St Cuthbert's Catholic Primary School**  
The Green, Walbottle, Newcastle upon Tyne, NE15 8JL  
Tel: 0191 2675956  
[www.stcuthbertsw.co.uk](http://www.stcuthbertsw.co.uk)

## **Appointment of Lunchtime Supervisory Assistant Level 1**

**Fixed term 6.5 hours per week, term time only (38 weeks)**  
Grade BB02 £24,027 per annum pro rata, actual £3,535 per annum

**\*This post attracts a Living Wage supplement. In addition to the hourly rate, this post will receive the Living Wage supplement to bring the hourly rate up to a minimum of £12.585 an hour.\***

At St Cuthbert's we live and learn in faith and love, through Jesus' teachings. Our school is a place where we can grow as a family, helping each other to lead full and happy lives.

We are seeking to appoint a Lunchtime Supervisory Assistant to ensure the safety and welfare of our pupils on the school site during the mid-day break. Previous experience of working with children is essential.

Duties include:

- Supervision of pupils during their lunchtime, making sure they are safe, talking to them, encouraging eating, supporting play and good behaviour.
- Maintaining discipline throughout the lunchtime breaks in accordance with guidance given by the Head Teacher and to report back accordingly.
- Ensuring that an accurate record of incidents is maintained using appropriate procedures.

We can offer:

- A strong Catholic ethos where all are valued.
- Happy, confident and motivated pupils who embrace new challenges.
- Friendly and committed staff.
- An active and supportive Local Governing Committee.

If you feel you can demonstrate the characteristics we are looking for and have the appropriate relevant experience that meets the demands of the post, then we would like to hear from you.

Visits to the school are welcome and can be made by contacting Mrs Barrett, the Headteacher, to arrange an appointment. Application packs are available to download from our school website at <http://www.stcuthbertsw.co.uk> All paperwork submitted by e-mail must be signed on interview day.

We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. As this post involves working with children, vulnerable adults or dealing with sensitive information, written references will be taken up and made available to interviewers before the final selection stage; even if you indicate otherwise. **This post is subject to an enhanced DBS check and an online search for shortlisted candidates, as part of our due diligence.**

**Closing date for applications: 20/11/2024**

**Shortlisting: 25/11/2024**

**Interviews will be held on: 02/12/2024**