Midday Supervisory Assistant
Archibald First School

THIS IS A CATEGORY "E" POST.
Please note that in all cases written references will be taken up and made available to interviewers BEFORE the final selection stage; even if you indicate otherwise

Post:
11.66 hours per week (2.33 hours per day) working Monday to Friday, 10.55am-1.15pm, term time only.
Ideally from 22nd February 2027. The post will run until the 11th February 2028 in the first instance.

Salary:
£26,016 per annum, pro rata (actual £6,852 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 £14.085 an hour"

As a Midday Supervisory Assistant, you will be employed during the break and lunch period of the school day to undertake the supervision of children and to attend to their welfare needs. You will help to implement positive, proactive, and consistent behaviour management strategies in line with our policy.

You will engage actively with pupils, fostering a positive rapport and supportive environment.

Requirements:

- DBS Check: Enhanced DBS required.
- Interpersonal Skills: Ability to build positive relationships and rapport with pupils and staff, working as part of a team.
- Attitude: Resilient, proactive, and positive nature.
- Enthusiasm: High levels of energy and enthusiasm when working with pupils.
- Engagement: Willingness to engage with and form positive relationships with pupils.

Responsibilities:

- Ensuring children are safely supervised at all times.
- Leading children in play in the playground and in classrooms during indoor lunchtimes.
- Communicating effectively with children.
- Supporting with the serving of dinners including encouraging children to eat and helping with use of cutlery.
- Potentially supervising and playing with children who have SEND in small group or 1 to 1.
- Liaising with class teachers and Midday Supervisor to share any welfare issues
- Recording incidents accurately

How to Apply

If you are enthusiastic about making a difference in children's lives and meet the above requirements, we encourage you to apply promptly as we are looking to fill the position as soon as possible.

An application pack can be downloaded from the school website www.archibaldfirstschool.co.uk. Please contact the school if you have queries regarding this post by telephone on 0191 2851957 or by email at office@archibaldfirstschool.co.uk

Applications should be submitted to office@archibaldfirstschool.co.uk. Electronic forms will need to be signed in person if invited to interview.

Official Closing Date: Wednesday 9th December 2026

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced criminal records check is required for this post and the school will conduct a range of other recruitment checks.

Archibald First School
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Gosforth
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