

## LUNCHTIME SUPERVISORY ASSISTANT VACANCY

**Salary:** Grade 1 Scale Point RLW real Living wage, £24,309.00 paid pro-rata (£2,717.18) per annum)

**Start Date:** September 2025

**Contract:** Permanent – 5 hours per week Term Time Only

**Shift pattern:** Monday - Friday 12.00 -1.00pm

CEO: Mr T.B. Tapping

Headteacher: Mrs D. Dunn

### St Leonard's Catholic Primary School

The Diocese of Hexham and Newcastle has a growth plan for Bishop Chadwick Catholic Education Trust to serve South Tyneside, Sunderland and East Durham.

Bishop Chadwick Catholic Education Trust was established in February 2016, currently there are thirty schools within the Trust, five secondary schools with sixth forms and 25 primary schools. The details of each of the schools currently within the Trust can be found on our website: [www.bccet.org.uk](http://www.bccet.org.uk)

St Leonard's Catholic Primary School is looking to appoint a Lunchtime Supervisory Assistant to join our school from September 2025 to:

- Support pupils during lunchtimes in a range of outdoor activities.
- Complete tasks in the dinner hall relating to supervision of children, ensuring safety of pupils, cleaning and clearing the hall after service.

We are looking to appoint an enthusiastic, positive, hard-working, flexible and conscientious person to join our school team as a lunchtime supervisory assistant.

It is essential that the successful candidate can demonstrate:

- Flexibility and commitment
- Good interpersonal skills and an ability to communicate effectively
- Initiative and the ability to work in a proactive way
- Punctuality and reliability
- A positive attitude and outlook
- A desire to support children to reach their potential

We can offer:

- A commitment to personal development
- A supportive team of staff, parents and governors
- An exciting working environment with engaged, motivated and enthusiastic children

Candidates must be able to work as part of a team.

Bishop Chadwick Catholic Education Trust safeguards and protects its students and staff by being committed to respond in accordance with South Tyneside Child Protection Procedures. Enhanced DBS checks are mandatory for all school staff.

Completed application forms should be submitted by email to [sle\\_office@stleonardsprimary.org.uk](mailto:sle_office@stleonardsprimary.org.uk) before 9:00am on Monday 9<sup>th</sup> June 2025 for shortlisting. Emailed applications are required, and CV's will not be accepted. For enquiries regarding this role, please contact the school by telephone – 0191 521 0300 or email – [sle\\_office@stleonardsprimary.org.uk](mailto:sle_office@stleonardsprimary.org.uk)

Electronic signatures will be accepted but candidates will be required to add a written signature to their application when circumstances allow.

*The position we are filling is exempt from the provisions of the Rehabilitation of Offenders Act and a satisfactory Enhanced DBS from the Disclosure and Barring Service is required as part of pre-employment checks. An online search will be completed for all shortlisted candidates.*

*Bishop Chadwick Catholic Education Trust is an equal opportunities employer, welcoming applications from all sections of the community. We are committed to safeguarding and promoting the welfare of young people and vulnerable adults and we expect staff and volunteers to share this commitment.*