**Kirkstall St Stephen’s C of E (VA) Primary School**

**Lunchtime Supervisory Assistant**

**Pay Scale NJC scale point 2**

**5 Hours per week (1 hour per day)**

The Governing body is looking to appoint a new Lunchtime Supervisory Assistant to work alongside all members of the staff team to secure a caring and safe environment for pupils during the midday break.

This is an excellent opportunity to take a role in our friendly and inclusive school where every child really does matter. Kirkstall St Stephen’s was judged to be a good school in our recent OFSTED (October 2023) and an outstanding school in our church school’s inspection (June 2015).

Your duties will include:

* Supervising pupils during the lunch service.
* Ensuring all children are safe, happy and well behaved during the lunchtime period, both in the dining hall and on the playground.
* Supporting and contributing to children’s overall well-being through engaging with and leading play at lunchtimes.

The exact times are to be confirmed but will be 1 hour per day, Monday to Friday each week. Term time only.

The closing date is Thursday 18th July at 12 noon - please e-mail completed application forms to [contactus@kirkstallss.net](mailto:contactus@kirkstallss.net)

Interviews will be held on Friday 19rd July

Kirkstall St Stephen’s Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced Criminal Records Bureau disclosure.

Further details and application forms are available on the school website or from:

Mrs J Skelton,

School Business Manager,

Kirkstall St Stephen’s Church of England (VA) Primary,

Morris Lane,

Leeds

LS5 3JD.

Tel 0113 3821960

E: [contactus@kirkstallss.net](mailto:contactus@kirkstallss.net)