

St. Stephen's CE Primary School

JOB VACANCY

Lunchtime Assistant (Part-Time 6.25 hours per week)

Salary: Grade 1 point 3 (£24027 Pro rata £12.45 hourly rate)

Contract Type: permanent

Working Pattern: Part-time Monday to Friday 11:45 to 13:00 term time only

The Governors of St. Stephen's CE Primary School are seeking to appoint an enthusiastic and motivated lunchtime supervisory assistant to join the staff of our school. We are looking for someone who is reliable, well-organised, has good communication skills and can work flexibly to meet the needs of the school. Duties will include the supervision of pupils during lunchtime, to support school behaviour management and provide a clean and safe environment for children.

The position is paid whole time with retainer adjustments applied to periods of school closure. You will not be required to work during the school closure periods however your salary in these periods will be adjusted accordingly in line with the retainer regulations as specified in the National Joint Council (NJC) Green Book agreement.

Holidays to be taken in school holiday time.

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

Closing date: 29/09/2025

Interview date: 02/10/2025

This post is not open to job share.

For an electronic application pack please visit our website:

<https://www.ststephenscofe.durham.sch.uk/news>

or email ststephensce@durhamlearning.net

or telephone 01388746426