



# Bevendean Primary School and Nursery

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☎: 01273 681292

📠: 01273 622334

✉: [admin@bevendean.brighton-hove.sch.uk](mailto:admin@bevendean.brighton-hove.sch.uk)

🌐: <https://bevendean.eschools.co.uk/website>

Headteacher: Mr. M Giddens

Deputy Headteacher: Mr. M Dally

Assistant Headteacher: Miss. S Miller

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**A place for everyone to succeed and thrive**

## **Midday Supervisory Assistant (MSA)**

Bevendean Primary School and Nursery is an exciting and rewarding place to work and learn with high expectations and aspirations for all our children, their families and staff. We are looking for an enthusiastic and reliable Midday Supervisory Assistant to join our team of Midday Supervisors, potentially working across three Key Stages: EYFS, Key Stage 1 and Key Stage 2.

**Start date:** Tuesday 4<sup>th</sup> January 2022, subject to DBS (Disclosure and Barring Service checks)

**7.5 hours per week:** Monday - Friday 12.00pm - 1.30pm

**Scale Grade:** 1/2, Spinal Column Points: 1 - 4: £18,328.21 – 18,933.00 (£9.50- £9.81 per hour) pro-rated to 7.5 hours per week.

**Term-time only:** 43.70 paid weeks per year, 0.1703 FTE (Full Time Equivalent).

**Contract:** Fixed Term contract: Tuesday 4<sup>th</sup> January 2022 – Wednesday 31<sup>st</sup> August 2022.

Essential Skills, Abilities and Experience:-

- A positive, can do attitude and a friendly disposition
- An ability to work with initiative and enthusiasm
- A proven ability to work well within a team
- A calm, professional approach, especially when dealing with challenging situations
- Evidence of working in productive partnership with school settings
- Ability to use own initiative, anticipating and reacting to situations as they arise
- An absolute ability to maintain confidentiality

If you are interested in the post, please download an Application Form; and a copy of the Job Description and Person Specification from the school's website.

Upon shortlisting, there will be a short interview relating to the position to ensure that we obtain the very best person for the job.

➤ **The deadline for applications is:** Monday 6<sup>th</sup> December 2021 at 9.00am.

➤ **Interviews are currently planned for:** Wednesday 8<sup>th</sup> / Thursday 9<sup>th</sup> December, 2021\*

\* Please ensure that you are available for these days should you be successful in being shortlisted.

Please send completed applications to [admin@bevendean.brighton-hove.sch.uk](mailto:admin@bevendean.brighton-hove.sch.uk)

*Bevendean Primary School and Nursery operates a Safer Recruitment policy.*

*Bevendean Primary School and Nursery is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to a Disclosure and Barring Service check.*