



St Paul's Catholic Primary School

Lunchtime Organiser – St Paul's Catholic Primary School, Hyde

- Role: Lunchtime Organiser
- Salary: Grade 1 scp. 2 pro rata to £22,366 per annum pro rata to 5.83 hours per week for 38 weeks a year (£12.26 per hour)
Actual Salary: £3,123 - £3,194
- Hours: Part-time for 5.83 hours per week; 11.40am – 12.50pm Monday to Friday
- Required: As soon as possible
- Contract: Fixed-term initially for 12 months

- Closing Date: Friday 6th September 2024 at 12 noon**
Shortlisting: Friday 6th September 2024
Interviews: week commencing Monday 9th September 2024

St Paul's Catholic Primary School, Hyde wish to appoint a Lunchtime Organiser on a fixed-term contract basis initially for 12 months. This will be to supervise students in the dining areas and elsewhere as required by the Headteacher.

The hours of work will be 1 hour 10 minutes per day Monday to Friday, 11.40am – 12.50pm.

The main duties of the role are:

- To help create an atmosphere so that the meal and lunchtime recreation is a pleasant experience for the students and staff
- To take students who have minor accidents or are unwell to the School Business Manager or other nominated colleague, for first aid where necessary, and if first aid is not necessary, to comfort and reassure them

Academisation of St Paul's Catholic Primary School

The governing body of St Paul's have applied for any academy order and are intending joining the Corpus Christi Catholic Academy Trust in September 2024. Further information about the Corpus Christi Catholic Academy Trust can be found at: <https://www.corpuschristitrust.co.uk>. Should the conversion to an academy be granted, then the successful candidate would transfer to the employment of the Trust.

The successful candidate will:

- Establish a good rapport with the students in your care
- Be professional, and friendly, patient and understanding towards the students
- Be flexible, motivated and able to follow instructions and remain calm in difficult circumstances
- Be able to adapt and respond appropriately to challenging situations
- Be open to new ideas, committed to working as part of a team and of course have a good sense of humour
- Have strong moral and ethical principles and values

We can offer the successful candidate:

- An opportunity to work within a welcoming and enthusiastic environment with wonderful children, supportive staff, governors and parents
- Close links and group support from an expanding multi-academy Trust
- An opportunity to be part of a team of dedicated, talented and hardworking individuals
- Entry into the Local Government Pension Scheme
- A true commitment to Continuing Professional Development

Prospective candidates are warmly invited to visit the school and meet with the School Business Manager, Mrs Phoenix. Please contact the school office at admin@st-pauls-hyde.tameside.sch.uk or call 0161 368 2934 to make arrangements.

If you would like to apply for the position, application packs are available from the Corpus Christi Catholic Academy Trust's website: <https://www.corpuschristitrust.co.uk/vacancies/>. You should complete the CES Application Form for Support Staff and return it by e-mail to recruitment@corpuschristitrust.co.uk. You will need to read the Application Form Notes, Privacy Notice, Job Description, Person Specification and Disclosure Form.

St Paul's Catholic Primary School and the Corpus Christi Catholic Academy Trust are Equal Opportunities employers and positively welcome applications from all candidates regardless of age, disability, religion, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, sex and sexual orientation.

St Paul's Catholic Primary School and the Corpus Christi Catholic Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post will be subject to enhanced DBS and barred list checks, satisfactory references, satisfactory online/social media checks and appropriate overseas checks and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974. The applicant will be required to safeguard and promote the welfare of children and young people.

It is not a requirement of this role to be a practising Catholic and applications are invited from individuals committed to supporting the Catholic ethos of the school.

CVs and agency referrals will not be accepted.