

ST MATTHEW'S CATHOLIC PRIMARY SCHOOL,

ALNWICK GROVE, JARROW, NE32 5YT

www.stmatthewsjarrow.co.uk Tel: 0191 4898355

LUNCHTIME SUPERVISORY ASSISTANT VACANCY

7.5 hours per week, term time only

Salary: Real Living Wage, £23,151.49 pro rata (£4331.88 per year)

Required from 1 September 2025

CEO: Mr T.B. Tapping

Required from September 2025, the Governors of St Matthew's Catholic Primary School are looking to appoint a Lunchtime Supervisory Assistant to join this vibrant school community and dedicated staff team.

We are looking for someone who will:

- Supervise pupils during their lunchtime, both in the hall and outside
- Ensure positive interactions with children
- Administer First Aid when necessary (appropriate training will be provided)
- Lead playground games
- Manage behaviour
- Maintain discipline throughout the lunchtime breaks, in accordance with guidance given by senior members of staff
- Ensure that an accurate record of incidents is kept

We can offer:

- A strong Catholic ethos where all are valued
- Happy, confident and motivated children who embrace new challenges
- Friendly and committed staff
- An active and supportive Local Governing Committee

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.

Salary: Real Living Wage, £4331.88 per year

Start Date: 1 September 2025

Contract: Permanent, part time – term time only

Completed application forms should be submitted by email to TMAoffice@stmatthewsjarrow.co.uk by **12 noon on Wednesday 9 July 2025**. Please visit our website www.stmatthewsjarrow.co.uk for further information and an application pack. Applicants must use the CES Catholic Education Service Application Form, as available on our website.



Bishop Chadwick
Catholic Education Trust



DIOCESE OF **Hexham & Newcastle**



Emailed

applications are required and CVs will not be accepted. For enquiries regarding this role, please contact Mrs Frances Young either via the office email address or by telephone on 0191 489 8355.

Interviews will be held on **Monday 14 July 2025**. 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. 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.