



## Midday Supervisory Assistant (MSA)



7.5 hours per week

Scale 1/2 Points: 12-13 (£8.45 - £8.55 per hour)

Term-time only (42.8 weeks per year)

Contract: (initially) Fixed Term Position until July, 2018

Hours of work: 11.55am to 1.25pm Monday to Friday

Start date: As soon as possible

Bevendean Primary School is an exciting and rewarding place to work and learn with high expectations and aspirations for all our children, their families and staff. Support staff, teachers and other agencies work together as a supportive, professional team to deliver high quality education and care.

We are looking for an MSA to join our team of Midday Supervisors as soon as possible, working across both Key Stage 1 and Key Stage 2.

The pay would be on a Scale 1/2 (Points 12-13) and is £8.45 to £8.55 per hour (£16,302-£16,491 pro rata). This is a contracted post and the actual pay for seven and a half hours per week would therefore be between £2,712pa and £2,745pa.

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 19<sup>th</sup> March, 2018 at 5.00pm

➤ **Interviews are currently planned for:** Wednesday 21<sup>st</sup> March, 2018.

\* Please ensure that you are available for this day if you are successful in being shortlisted.

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

*Bevendean School 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.*