



## Belchamp St Paul Church of England (VA) Primary School

Vicarage Road  
Belchamp St Paul  
SUDBURY SUFFOLK CO10 7BP

Tel: 01787 277222

Email: [admin.belchampstpaul@dcvst.org](mailto:admin.belchampstpaul@dcvst.org)

Web: [www.belchampstpaulschool.co.uk](http://www.belchampstpaulschool.co.uk)

Head Teacher Mrs Danielle O'Connell

### Job Advert Mid-day Assistant

Scale 2, Pts 2-3, commencing 12<sup>th</sup> September 2022  
£18,516 - £18,887.00 FTE, Pro Rata Salary £1929.18 - £2119.57  
Permanent part-time - 5 hours per week over 5 days

Belchamp St Paul Primary is a small church school situated in a beautiful, rural location where we form part of a much wider community. We have strong ties with a number of local schools and belong to the Diocese of Chelmsford Vine School Trust. During their time with us, we endeavour to instil children with strong values. We teach them to be compassionate and respectful, all while building confidence and equipping children with the skills they need to be successful both in and outside the classroom. We believe that through encouragement and the right opportunities children of all abilities will thrive. Our job is to provide those opportunities.

In this role, you will be working to assist children in selecting their meal and sitting in an appropriate place in the dining hall. You may need to assist children with eating their meal if required. You will be required to clear tables when meals are finished and clear up any associated spillages. You may need to enforce necessary sanctions for maintaining good order, administer basic first aid as required, keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed. You may also need to alert the Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children

Applicants should have:

- Worked with or cared for children.
- Some knowledge of First Aid.
- Basic reading and writing skills
- Ability to count and undertake basic calculations

Our school has adopted the 'Safer Recruitment' process and successful applicants will be required to undertake a DBS check.

Closing date for applications: 26<sup>th</sup> August 2022

Interview date: 2<sup>nd</sup> September 2022

Please get in touch with school office on 01787 277222 if you would like to discuss the role further.

Out of hours school tours and visits can be arranged on request. Please contact the office on [admin.belchampstpaul@dcvst.org](mailto:admin.belchampstpaul@dcvst.org) or call the office to make an appointment.

*Explore, Dream, Discover...*

*Enabling children to find their feet, their strengths & their voice*

