



8th May 2018

Dear Parents/Carers,

Vacancy for Mid-Day Supervisor

We have a part time vacancy for a Mid-Day Supervisor to assist with lunchtimes for children in Foundation Stage, Key Stage 1 and Key Stage 2. This will be from Monday to Friday inclusive, term time only, 12.00pm to 1.00pm.

You will need to demonstrate:

- A positive and enthusiastic personality.
- Excellent communication and inter-personal skills
- A willingness and commitment to supporting children including Additional Educational Needs.
- Ability to work well as part of a team.

Duties include:

- Serving and handling food.
- Light cleaning and tidying.
- Encouraging Positive Play
- Supporting Positive Friendships
- Supporting and encouraging independence.

Applicants must be/have:

- Punctual Reliable. Trustworthy. Positive, polite and friendly. A mature and responsible attitude.

To request application form, please contact the School Office or email: office@bungayprimary.co.uk

If you have previously applied or contacted the school about vacancies and you are still interested, please contact the above. We look forward to hearing from you.

Yours sincerely,

Miss K Milk,
Acting Executive Head teacher.

