**PERMANENT VACANCY**

COMMENCING SEPTEMBER 2025

**MIDDAY SUPERVISORY ASSISTANT**

SINGLE STATUS GRADE 2

Salary Scale: £24,313 per annum

(pro rata salary is **£3,353 per annum**)

Monday to Friday (Term Time Only)

**5.83 Hours Per week**

**About Us**

At Tollgate Community Junior School, we believe that every child deserves to feel safe, supported, and valued. Our nurturing environment encourages pupils to thrive both academically and emotionally. We are now seeking a compassionate and dedicated **Midday Supervisory Assistant** to join our team and help us continue making a positive difference in our pupils’ lives.

**The Role**

There is an opportunity for a Midday Supervisor Assistant to work over the lunchtime period for five afternoons a week.

**What We’re Looking For**

* A caring individual to help children in the dining hall.
* Supervising and encouraging play in the playground.
* Experience of working with young children is desirable.

**What We Offer**

* A supportive and inclusive school community
* Opportunities for professional development and training
* A chance to make a real impact on children’s lives
* Wellbeing support for staff
* A vibrant and caring working environment

*Please visit our website for an application pack:*

[*www.tollgate-jun.e-sussex.sch.uk*](http://www.tollgate-jun.e-sussex.sch.uk)

*or contact Mrs T Garland (School Business Manager) on finance@tollgate-jun.co.uk*

**Safeguarding**

This post is covered by the Childcare Disqualification Regulations 2018. The Trust will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, shortlisted candidates will be required to demonstrate to the Trust, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations. If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

All staff will be expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau).

For further information about what is required in this process please go to www.gov.uk/disclosure-barring-service check (http://www.gov.uk/disclosure-barring service-check).

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

The school will be checking candidates’ online presence.

**Additional Information**

Work Permits: we may be able to obtain a Work Permit for this post but this is subject to meeting the requirements of the UK Border Agency's Points-based Immigration System. Due to the restrictions we cannot guarantee that individuals that meet the requirements of the Points-based Immigration System will be issued with clearance to obtain work permits.

Tollgate Community Junior School is an equal opportunities employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability or age. All applications are treated on merit.

***Closing Date:*** 12th September 2025 ***Interview Date:*** w/c 15th September 2025