**Spring Gardens Primary School**

Headteacher – Mr Tim Jones

Brightman Road, North Shields, Tyne & Wear NE29 0HP

Telephone: 0191 300 9750 Email: office@springgardensprimary.org.uk

Website: [www.springgardensprimary.org.uk](http://www.springgardensprimary.org.uk)

September 2024

Dear Applicant,

Thank you for your interest in the Lunchtime Supervisor post at Spring Gardens Primary School. We are a large primary school with a current role of 339 pupils which includes a 52 place nursery, situated in the south east of North Tyneside Local Authority. The school serves a catchment with a high level of deprivation with currently 40% of our pupils attracting pupil premium funding.

The role will consist of;

* Working as part of a team of Lunchtime Supervisors
* Supervising children from Reception up to Year 6
* encouraging positive relationships and interactions between the children
* Either already have or prepared to take first aid training
* Reinforcing behaviour and communicating effectively with the class teachers

**Application**

We have enclosed a Person Specification and Job Description to help you outline your skills, knowledge and experience in support of your application. Please do not include a CV or any other additional information with your form as this will not be taken into consideration and ensure that you correctly complete the section headed: Rehabilitation of Offenders Act 1974, Disclosure of Previous Convictions.

If you did wish to apply please ensure you:

* Give a contact phone number and also include phone and email details of referees on your application form
* Send a hard copy of the application or email to office@springgardensprimary.org.uk to be received no later than **12 noon on Friday 11th October**

I hope this gives you all the information you require and I look forward to receiving your application.

Yours sincerely,

Mr T Jones

Headteacher