



St. Joseph's
Catholic Infant
& Junior Schools
Birtley



Bishop Wilkinson
Catholic Education Trust

Breakfast Club and Lunchtime Supervisory Assistant

Location: St Joseph's Catholic Infant and Junior Schools, Birtley, Chester-le-Street, DH3

Salary: Grade B, SCP 3 (£24,796 per annum, pro rata)

Hours: 11 Hours and 40 Minutes per Week (7:40am to 8:40am and 11:45am to 1:05pm, Monday to Friday), Permanent Contract, Term Time Only (38 Weeks per Year)

The Federation of St Joseph's Catholic Infant and Junior schools requires a committed breakfast club and lunchtime supervisory assistant who is reliable and conscientious and is able to work as part of a team.

We pride ourselves on the warm, family atmosphere we provide for our children. The uniqueness of our small community means that every member of staff knows every child well and this enables us to develop very strong relationships with all of our families. The senior leadership team are unashamedly ambitious for the schools.

The federated schools were the only school in Gateshead LA to have been selected as part of the DfE 2022 School Rebuild Programme. Consequently, we hope to have a new school site within the next two years, which seeks to bring together the two school communities, to form one family.

We are proud to be part of the Bishop Wilkinson Catholic Education Trust, a family of secondary, middle, primary and first schools in the Diocese of Hexham and Newcastle. Our schools are located in Northumberland, Gateshead, Sunderland and Durham. Bishop Wilkinson is the largest catholic education trust in the North East of England.

The successful candidate will have experience working with children, work well in a team and be able to support the Catholic ethos of the school. This post is not open to job share.

Duties include:

- Supervising hand washing and preparing for breakfast
- Maintaining good food hygiene practice as well as all statutory checks to ensure the schools maintain a food hygiene rating
- Supervising children during breakfast club in the school and on the playground
- Cutting up food into manageable chunks for our youngest children
- Encouraging children with food, promoting good manners and healthy choices
- Assist to clear tables, wipe down and maintain general cleanliness of the lunch area



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- Maintain each child's dignity when eating – ensuring their dietary and medical needs are met.
- Communicate effectively with pupils, maintaining good behaviour according to the school's behaviour policy.

St. Joseph's Catholic Infant and Junior Schools are an Equal Opportunities Employer. We want to develop a more diverse workforce and we positively welcome applications from all sections of the community.

For an application form and further details about this vacancy please visit our website, <http://bwcet.com/vacancies/> where applications can be completed online.

Closing Date: Thursday 20th August 2026

Shortlisting Date: TBC

Interview Date: TBC

The Bishop Wilkinson Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act and is subject to an enhanced DBS check. An online search will be completed for all shortlisted candidates.