

JOB ADVERT

Name of School	OUR LADY OF GRACE CATHOLIC INFANT SCHOOL
Address of School	Dollis Hill Avenue, London NW2 6EU
Name of Head Teacher	Mrs Philomena Bourne
Job Title	Lunchtime Support Assistant
Salary:	Permanent: Monday-Friday 11.00am to 1.00pm Term Time Only
Grade/scale point	NJC Scale 2 – Point: 3-4 (£25,614 - £26,016pa) (plus London Weighting Allowance of £2,377) pro-rata which equates to £6,710 - £6,807 pa inclusive of LW
Closing Date:	Friday, 30 th October 2026
Interview:	Friday, 6 th November 2026
Start Date:	As soon as possible

The School

The Governors of Our Lady of Grace Catholic Infant School are seeking to appoint a Lunchtime Support Assistant to join our School which continues to pursue excellence within our school community and works together to enhance the life chances of each child.

The Role

To work under the direction and instruction of senior staff, to supervise pupils during the lunch time period, in dining hall, playground and school premises, ensuring the conduct, welfare, safety, physical and mental wellbeing of pupils and maintenance of good order and discipline.

The Person

The successful candidate will have:

- Shared high expectations of behaviour during play and mealtimes, with the ability to positively reinforce expectations to all pupils in an age appropriate manner
- Shared sense of teamwork and flexibility, with a high level of importance placed on ensuring that the children's best interests are considered at all times
- Previous experience working or volunteering in a primary school would be an advantage
- Proven experience engaging children in play based activities and conversations, with the ability to relate to children of all ages
- Paediatric First Aid qualification would be an advantage but a willingness to undertake the qualification is essential

We can offer the successful candidate:

- A school at the heart of its community where everyone feels valued
- Enthusiastic children who enjoy school and have positive attitudes towards their learning
- A strong commitment to staff well-being and professional development
- Well resourced facilities;
- A dynamic staff who are committed to providing a first class education for all our children

How to apply: Please read the attached Job Description and Person Specification to ensure that you are fully aware of the requirements of the role and our general expectations of all staff who choose to work in our Catholic School community. Please visit the Vacancies page of our website: <https://www.ologinfants.brent.sch.uk/Vacancies/> for a CES Application Form and supporting documentation.

Completed applications to be sent by e-mail to : irenecunniffe@ologinfants.brent.sch.uk

We welcome you to visit our school - please email: irenecunniffe@ologinfants.brent.sch.uk or telephone the School Office: 020 8450 6757, to arrange an appointment.

Our Lady of Grace Catholic Infant School is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to satisfactory references, medical clearance and an enhanced DBS check.

