**Lunchtime Administrator**

***Point 6 on the National Joint Council (NJC) Scale***

***FTE Salary: £20,650 p/a, Pro Rata Salary: £4,070 p/a***

***Hours: 8.75 hrs per week (1.75 hours per day)***

### *Required ASAP*

Langley Grammar School is an outstanding school and we are seeking an enthusiastic individual to lead our lunchtime team.

This role involves the administration and planning of daily cover for the lunch time supervisory team. Capturing all absent staff together with the changes to the school day/timetable and adapting the rota on a daily basis. As well as supervising the lunch time team, you will be working as part of the team securing the safety and welfare of pupils during the lunchtimes and supervising pupils in the playground and other school areas.

An Information pack and an application form are available on request from the school, or at [www.lgs.slough.sch.uk](http://www.lgs.slough.sch.uk).

*We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the* *Disclosure and Barring Service.*

Applications should be returned by midday on **Friday 4th February** to Mrs Dionne Cheyne, Head’s PA at [vacancies@lgs.slough.sch.uk](mailto:vacancies@lgs.slough.sch.uk). Interviews will be held thereafter. We reserve the right to interview promising candidates prior to the closing date.