

Toftwood Infant School  
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Toftwood  
Dereham  
Norfolk  
NR19 1LS

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Toftwood Junior School  
Westfield Road  
Toftwood  
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**Website: [www.toftwood.norfolk.sch.uk](http://www.toftwood.norfolk.sch.uk)**  
**Toftwood Infant and Junior School Federation**  
**Executive Headteacher - Mrs Joanna Pedlow**

Required as soon as possible

Mid Day Supervisory Assistants

Toftwood Infant and Junior School Federation are looking for Mid Day Supervisory Assistants to join our team. The contract will be a federation contract, which means you can be requested to work in either school as required.

The role will include helping to set up and clear away the lunch areas, cleaning tables, supporting children at meal times and supporting them on the playground. Some contracts are for 6.25 hours per week, working Monday to Friday term time only. We do also have some positions for four days per week and two days per week at 1.25 hours a day. Additional training hours are required out of school hours and paid as overtime. Posts will be at either school site as required.

The successful candidate must:

- Be confidential, professional and trustworthy
- Be committed to supporting all children to have a successful lunchtime and to understanding their needs
- Be calm and controlled and able to work within behaviour expectations
- Be able to work well as part of a team, respecting other adults and children in the school
- Prepared to work with children of all needs and abilities and support them as required to have a happy, safe and fulfilled lunchtime

Experience of working with children would be preferred.

You can email questions directly to the Executive Headteacher [head@toftwoodfederation.co.uk](mailto:head@toftwoodfederation.co.uk)

We take our safeguarding responsibilities very seriously and a full enhanced DBS check will be required for the successful candidate.

Two references will also be required, one of which should be your current Headteacher if currently working in a school or current employer if you do not work in a school. Personal references and CVs will not be accepted. We will always request a reference from the manager of a setting or Headteacher if you have worked with children to ensure safeguarding procedures are robust.

Completed applications should be emailed to [infantoffice@toftwoodfederation.co.uk](mailto:infantoffice@toftwoodfederation.co.uk)