April 2025

Dear Applicant

**Lunch time supervisory assistant**

Thank you for your interest in the above post. Please make reference to the **job description** and **person specification** when you are filling out the application form. The role profile, which is also included, is a generic document produced by HCC and is a ‘best fit’ summary of the post; the **job description** is more specific re day-to-day duties.

Please contact the office for an application pack on either 01962 712035 or by emailing [adminoffice@compton.hants.sch.uk](mailto:adminoffice@compton.hants.sch.uk). There is no specific closing date for applications; they will be considered on a rolling basis until the vacancies are filled. Interviews will take place at a convenient time to suit both parties. We would welcome and encourage visits to the school; please contact the office to make an appointment.

Only those selected for interview will be contacted. Therefore if you do not hear from us please assume you have been unsuccessful on this occasion. Feedback on your application can be given, however; please contact the school office if this is required.

Your application pack will contain the following documents:

* Job Outline and Person Specification
* Role Profile
* Application form
* Equalities monitoring form

Details relating to employment checks will be provided for those candidates shortlisted for interview.

Compton All Saints’ C of E Primary School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks, including relating to health.

If you are successful, in accordance with the Data Protection Act 1998, the information you provide may form the basis of personnel records held by us. If, however, you are not shortlisted for this post or are interviewed but are unsuccessful, all paperwork comprising your application will be held confidentially for a period of 6 months after which it will be securely destroyed.

Yours faithfully

David Ware

Headteacher