



# Mile Oak Primary School

Graham Avenue, Portslade, Brighton. BN41 2WN

Telephone 01273 077114

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## Mid-day Supervisory Assistant.

|                             |                                                                                                   |
|-----------------------------|---------------------------------------------------------------------------------------------------|
| <b>Contract Type:</b>       | Permanent.                                                                                        |
| <b>Working Pattern:</b>     | 5.0 hours per week 12.15pm – 1.15pm, Monday to Friday.                                            |
| <b>Salary:</b>              | NJC Scale 3, spinal column points 7 – 8.<br>Salary £26,403.00 - £26,824.00 per annum (pro-rated). |
| <b>Paid weeks per year:</b> | 43.89 paid weeks per year.                                                                        |
| <b>Closing Date:</b>        | Friday 7 <sup>th</sup> November 2025 at 5.00pm.                                                   |
| <b>Start date:</b>          | As soon as possible.                                                                              |

### Introduction:

Mile Oak Primary School is situated on a large site in Portslade with 385 pupils on roll, this includes Little Oaks Nursery. We are recognised by OFSTED and the Local Authority as a good school in all areas.

Mile Oak Primary School is a place where children think big with no limits placed on their potential. The children are at the heart of every decision we make to ensure that all pupils experience success and are valued as individuals.

We are a school committed to celebrating our whole community and, with the highest expectations, work to inspire and support every child. Our children learn and achieve through inspirational teaching in a calm, ambitious environment supported by outdoor learning in our extensive school grounds. Every child is nurtured to gain the creativity, responsibility and full breadth of skills required to take an active and fulfilling role in society.

We recognise the significance of a holistic education for our pupils and this is what we deliver through our highly skilled and exceptionally committed staff team. Our curriculum is rich and inspiring as well as offering a broad range of experiences and opportunities.

Pupil and staff wellbeing is at the heart of everything we do. We aim to develop the whole child academically, socially and emotionally, so that they are able to reach their full potential and in turn be able to make a positive contribution to the society they live in, both now and in the future.

Mile Oak provides an exceptional education where belonging is fostered, nurtured and celebrated.



**Desirable skills, abilities and experience:**

- Ability to work to time constraints.
- Ability to use own initiative.
- Ability to support colleagues and contribute positively to team building and working together.
- Ability to listen to and communicate effectively with children.
- Ability to respond and act quickly in a calm manner.
- To demonstrate a commitment to the principles of Equalities and to carry out duties in accordance with the Council's Equalities Policy.

**Closing Date:** Friday 7<sup>th</sup> November 2025 at 5.00pm.

**Shortlisting:** Monday 10<sup>th</sup> November 2025.

**Interview Date:** Thursday 13<sup>th</sup> November or Friday 14<sup>th</sup> November 2025.

**Additional Information**

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to a Disclosure & Barring Service (DBS) check.

Mile Oak Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are committed to promoting equality and challenging inequality and stereotype.

Brighton and Hove City Council does not accept CVs or resumes.

Our Website and social media pages provide a wealth of information about the school.

If you wish to speak to the school regarding this vacancy, please contact the school office on 01273 077114 in the first instance.

