



## Hatch Warren Infant School

Gershwin Road  
Basingstoke  
Hampshire  
RG22 4PQ

☎ 01256 350313

Email: [parent.mail@hwis.hants.sch.uk](mailto:parent.mail@hwis.hants.sch.uk)

Website: [www.hwis.hants.sch.uk](http://www.hwis.hants.sch.uk)

**Mrs Sue Boorman B'Ed (Hons)**

Headteacher

**Mrs Jo Padfield BA (Hons)**

Deputy Headteacher

7<sup>th</sup> November 2025

Dear Parent / Carer,

We are looking for several friendly, caring people who have some experience of working with children to join our successful and committed team as banked lunchtime assistants and banked learning support assistants to cover staff absences at short notice. If you can promote good behaviour, have a caring nature, have a sense of fun, have worked with young children before and have the relevant childcare qualifications **OR** relevant experiences, then these may be the roles for you.

### BANKED LUNCHTIME STAFF

The lunchtime period is between 12 - 1.15pm. The pay scale starts at grade A3 £12.66 per hour (dependent on experience).

Duties include:

- Supervising the children in the dining hall and promoting good manners & supporting healthy eating
- Supervising the children during play activities on the playground or in the classroom during wet play
- Devise and initiate constructive play opportunities for children when required
- Assisting with cleaning spills/wiping tables
- Administering minor first aid
- Ensuring the safety, welfare and positive behaviour of pupils
- Maintain high levels of discretion and confidentiality
- Have an understanding of the school's policy on Child Protection/Safeguarding
- Liaise effectively and professionally with staff and teachers

### BANKED LEARNING SUPPORT ASSISTANTS

The morning period is 8.45 - 12pm (15 minute unpaid break) and the afternoon period is 1.15 - 3.15pm. The pay scale is at grade B1 at £12.85 per hour (dependent on experience). **We expect applicants to have completed or be undertaking an NVQ in childcare.**

Successful applicants must:

- Be positive, proactive and patient and have a caring approach towards children
- Have experience of supporting pupils in Key Stage 1
- Have good skills in English and Maths (GCSE Grade C or above)
- Have a qualification relevant to child development, or intend to pursue one
- Have good communication skills and high expectations
- Be able to support the learning of pupils of all abilities in and outside of the classroom



You will need to be able to work on your own initiative as well as working as part of a team. There will be an interview and a short task with a group of children to ascertain suitability for the role. The positions will be available with an immediate start, subject to all relevant health checks, references and DBS checks are in place. Application forms can be downloaded from: <https://www.hants.gov.uk/jobs/education-jobs/application>. **Please complete the support staff application form not the teaching staff.** There is no closing date for application forms.

Yours sincerely,



Sue Boorman  
Headteacher



Jo Padfield  
Deputy Headteacher

