



Holy Trinity Church of England Primary School

18th September 2026

Dear Colleague,

Thank you for your interest in our vacancy for a Midday Supervisory Assistant. Our Governing Body is seeking to appoint a hardworking and dedicated MSA to join our team. We are looking to welcome a colleague who can demonstrate both passion and commitment to ensure the safety of children throughout lunch and break times by encouraging children to treat each other with respect and to follow the School Behaviour Policy at all times. As part of Holy Trinity Church of England Primary School, the successful candidate will be welcomed into community of faith which places children at the heart. Our school is unique and flourishes within the city of Ripon; our ethos embodies 'life in all its fullness' and is core to the provision and nurture we offer our children and their families.

This is a permanent post to work with our lunch time team. The post is 7.5 MSA hours (Monday to Friday 11:45am – 1:15pm) this role is paid at SCP 3.

The successful candidate will be required to show evidence of;

- Experience of children or young people
- Effective communication skills
- The ability to work effectively as part of a team
- effective management of positive behaviour strategies
- Ability to engage children in cooperative play
- Ability to maintain confidentiality

We can offer;

- a supportive whole school team
- an experienced, enthusiastic and dedicated staff team with high expectations
- CPD to support professional development.

Appointments are made subject to an Enhanced DBS Check. Holy Trinity Church of England Primary School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. We promote diversity and want a workforce which reflects the population of our city.

All the relevant information for the post is enclosed in the information pack including:

- job description
- application form

Headteacher: Mr M L Ramsay BA Hons Primary Education
Church Lane, Ripon, North Yorkshire, HG4 2ES
01765 602858 www.htceschools.co.uk admin@htceschools.co.uk

'Loved by God and one another, Holy Trinity is a welcoming community of faith, where we learn and flourish together.'

Each day opens up horizons of hope, aspiration and joy!'





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Applications must be made using an LDLT application form in which you are required to provide a full description of all skills, knowledge and experience that you feel are relevant to the post for which you are applying. Please restrict any additional information you wish to supply to two sides of A4 paper.

Applications should be returned to z.satariano@htceschools.co.uk by 9.00am on Friday 9th October 2026. Shortlisted candidates will be informed by 4pm on Monday 12th October 2026. Interviews to be held on Friday 16th October 2026.

Yours sincerely

M Ramsay

Marco Ramsay
Headteacher

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