



## **BUCKTON VALE PRIMARY SCHOOL**

**Headteacher: Mrs D Brown**

**Swallow Lane, Carrbrook, Stalybridge Cheshire SK15 3NU**

**Tel: 01457 833102**

### **2 MIDDAY ASSISTANTS**

**Salary Grade A: £17,842 – £18,198 per annum (£9.49-£9.68 per hour) pro rata to  
10 hours per week and term time only**

**Start Date: Tuesday, 4<sup>th</sup> May until Monday, 26<sup>th</sup> July 2021**

We require two midday assistants to work 10 hours each week over lunchtimes Monday to Friday, term time only. You will be required to support in the provision of care and supervision of pupils at lunchtime working closely with our sport coaches providing suitable activities for children. Experience is not necessary as training will be provided.

Buckton Vale Primary School is committed to safeguarding children and expects all staff to share this commitment. The successful candidate will be subject to an enhanced DBS disclosure.

Informal enquiries: Mrs D Brown - Headteacher

**Please return application forms to Mrs C Roberts or Mrs L Cox, School Business Managers at the School**

**Closing Date Thursday, 29th April 2021 Midday**

**Interviews: Friday, 30<sup>th</sup> April – time to be confirmed**



## BUCKTON VALE PRIMARY SCHOOL

### JOB DESCRIPTION MIDDAY ASSISTANT

Post title	Midday Assistant
Core Purpose	To ensure the safety and general welfare and proper conduct of the pupils during the lunchtime period.
Line Managed by	Headteacher
Line Management Responsibility	None
Working time	10 hours per week, term time only
Grade	A

#### PRINCIPAL RESPONSIBILITIES:

- Supervise pupils immediately before, during and after the lunchtime break in all required areas. This will include indoor and outdoor supervision and pupils who have a school meal as well as pupils who bring their own food.
- Assist pupils as required with personal hygiene when appropriate.
- Assist pupils who have a physical disability as necessary.
- Encourage and assist pupils in eating, providing guidance on the proper use of cutlery.
- Assist pupils in carrying/transporting trays to the tables and returning crockery and used trays to the food counter. Ensure the dining hall is left in a tidy condition.
- In the event of a pupil becoming ill, distressed, or experiencing an accident, provide initial aid and summon qualified assistance. Completion of relevant reports.
- To assist with the clearance of spillages and wipe down, as necessary.
- Report to the Business Manager / Headteacher any child whose diet may give cause for concern.
- Ensure that pupils remain within a safe environment, and that they play safely.
- Ensure suitable behaviour standards are adhered to, in line with school policy and procedures.
- Report to Business Manager / Headteacher any inappropriate pupil behaviour/incidents during the lunchtime break.

**GENERAL:**

- To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility.
- To carry out additional duties as defined by the Headteacher.
- To participate in training and development activities as required.
- To comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Contribute to the overall ethos, aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meeting as required.
- Contribute to the provision of First Aid and care & welfare of all pupils
- Assist in covering absent colleagues so that the provision for pupils is maintained



## BUCKTON VALE PRIMARY SCHOOL

### PERSON SPECIFICATION

#### MIDDAY ASSISTANT GRADE A

#### Personal requirements of a successful postholder

##### Category

#### Education/Qualifications/Membership of Professional Institutions (indicate grade)

Good numeracy and literacy skills – to GCSE standard	D
Willingness to undertake training	E

#### Specialised Training

First aid training	D
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#### Experience

Working within a school setting	D
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#### Key Skills

Ability to relate well to children and adults	E
Work constructively as part of a team, understanding the school environment and your own position within this	E
Effective use of ICT and other appropriate equipment	D
Ability to self-evaluate learning needs and actively seek learning opportunities	D

#### Key Knowledge

General understanding of relevant policies/codes of practice and awareness of relevant Legislation within a school setting e.g. Confidentiality, Safety and Security of pupils, Office systems and Safeguarding	E
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#### For information

**Category (E) – ESSENTIAL** - without which the candidate would be unable to carry out the duties of the post

**Category (D) – DESIRABLE FEATURES** which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.