



THE FEDERATION OF
LITTLE HALLINGBURY AND
ST MARY'S HATFIELD BROAD OAK
CHURCH OF ENGLAND PRIMARY SCHOOLS



Casual Midday Assistant / Breakfast Club Assistant Vacancies

Band 1 Pay Point 10

- **MDA session details: 12:00pm – 1:30pm**
- **Breakfast Club session details: 7.00am – 8.30am**

We are looking to appoint casual Midday Assistants and Breakfast Club Assistants in each of our Federation Primary schools.

These are casual positions, term time only, supporting to cover staff absence and / or increased breakfast club numbers at short notice.

Duties will include: setting up the lunch hall, supervising the children whilst they are eating their breakfast / lunch and then joining them in the playground to supervise outside play.

Successful applicants must possess good communication skills, be able to work as part of a team and show initiative.

Appointments will be subject to an Enhanced DBS and satisfactory references. If you are interested in applying for one of these vacancies please contact either school office for an application pack, or pick up a pack from either school office.

**The closing date for applications is
Wednesday 16th May 2018**

Interviews to be held the week beginning 21st May 2018

Executive Headteacher: Sonia Strickland

Little Hallingbury C of E Primary School

Wrights Green Lane, Little Hallingbury, Bishop's Stortford, Herts
CM22 7RE

Telephone: 01279 723382

Email: admin@littleshallingbury.essex.sch.uk

Website: www.littleshallingburyschool.co.uk

Chair of Governors: Susannah Dutton

St Mary's C of E Primary School

High Street, Hatfield Broad Oak, Bishop's Stortford, Herts,
CM22 7HH

Telephone: 01279 718267

Email: admin@stmaryshbo.essex.sch.uk

Website: www.stmaryshbo.org.uk



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Job Description

Job Title	Midday Assistant
Grade	Band 1
Reports to	Headteacher & Deputy Headteacher
Liaison with	Pupils Headteacher & Deputy Headteacher Teaching staff Catering And Caretaking Staff
Job Purpose	Acting as part of a team, to take care and control of all the children on the school premises during the midday break between the morning and afternoon teaching sessions.
Principal Accountabilities	<ul style="list-style-type: none"> To maintain the safety, welfare and good conduct of the pupils during the midday break
Duties	<ul style="list-style-type: none"> Set up the dining hall ready for lunchtime. To assist children in selecting their meal and sitting in an appropriate place in the dining hall. To assist children with eating their meal if applicable. To clear tables when meals are finished and clear up any associated spillages. To implement and follow the school behaviour policy. To maintain the accident book & behaviour Where necessary and appropriate to lead games and activities with the children. To alert Deputy Headteacher of any concerns regarding an individual child or group of children
General	<ul style="list-style-type: none"> To attend relevant training and meetings as required. To respect confidentiality at all times. To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils. To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification - MIDDAY ASSISTANT

General heading	Detail	
Qualifications & Experience	Specific qualifications & experience	Working with or caring for children
	Knowledge of relevant policies and procedures	Knowledge of First Aid
	Literacy	Basic reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use basic equipment e.g. photocopier, video
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Consult with children and other adults
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of games and activities which support learning
	Child Development	Understanding of the way in which games and activities can help children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role