



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



## Midday Assistant Vacancies

**Band 1 Pay Point 10**

**Monday to Friday 12:00pm – 1:30pm (10 hours a week)**

Can you deal with working in a busy environment?

Could you encourage positive play?

Do you understand the importance of safeguarding & confidentiality?

We are looking to appoint a Midday Assistant in each of our Federation Primary schools. These are part time positions, term time only, and the successful post holder will also be expected to offer support in the event of absence at short notice.

Duties will include: setting up the lunch hall, supervising the children whilst they are eating their 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 the Federation Business Manager for an application pack or pick up a pack from either school office.

**The closing date for applications is  
Wednesday 16<sup>th</sup> May 2018**

**Interviews to be held the week beginning 21<sup>st</sup> 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](mailto:admin@littleshallingbury.essex.sch.uk)

Website: [www.littleshallingburyschool.co.uk](http://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](mailto:admin@stmaryshbo.essex.sch.uk)

Website: [www.stmaryshbo.org.uk](http://www.stmaryshbo.org.uk)



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**Job Description**

<b>Job Title</b>	Midday Assistant
<b>Grade</b>	Band 1
<b>Reports to</b>	Headteacher & Deputy Headteacher
<b>Liaison with</b>	Pupils Headteacher & Deputy Headteacher Teaching staff Catering And Caretaking Staff
<b>Job Purpose</b>	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.
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>To maintain the safety, welfare and good conduct of the pupils during the midday break</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>Set up the dining hall ready for lunchtime.</li> <li>To assist children in selecting their meal and sitting in an appropriate place in the dining hall.</li> <li>To assist children with eating their meal if applicable.</li> <li>To clear tables when meals are finished and clear up any associated spillages.</li> <li>To implement and follow the school behaviour policy.</li> <li>To maintain the accident book &amp; behaviour</li> <li>Where necessary and appropriate to lead games and activities with the children.</li> <li>To alert Deputy Headteacher of any concerns regarding an individual child or group of children</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>To attend relevant training and meetings as required.</li> <li>To respect confidentiality at all times.</li> <li>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.</li> <li>To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.</li> <li>To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>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.</li> <li>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.</li> </ul>

## Person Specification - MIDDAY ASSISTANT

General heading	Detail	
<b>Qualifications &amp; Experience</b>	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
<b>Communication</b>	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
<b>Working with children</b>	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
<b>Working with others</b>	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
<b>Responsibilities</b>	Organisational skills	Good organisational skills
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
<b>General</b>	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