

PARKWOOD ACADEMY – MIDDAY ASSISTANT

Contract:	Permanent
Hours:	7 hours 30 minutes (Monday to Friday)
Working weeks:	38 working weeks - term time only
Salary:	Scale 2, Points 3 to 4 (dependant on qualifications and experience) £3,853.97 – 3,917.87 (actual salary)
Application Closes:	Monday 15 th April 2024 Midday
Interview Date:	W/C 22 nd April 2024

Parkwood Academy is nestled in the heart of Melbourne, Chelmsford, is a thriving primary school within the South Essex Academy Trust (SEAT), a dynamic network of schools that champion collaboration and mutual support. SEAT is a multi-academy trust comprising a family of primary schools that actively work together to achieve the best possible outcomes for children and staff.

We are seeking an efficient Midday Assistant to join our friendly and supportive team at Parkwood Academy who will assist with the supervision of the children at lunchtime. We are looking for a caring and committed individual who has the ability to work as part of the school team and someone who is dedicated to ensuring that lunchtime is a pleasurable and safe experience for all our children.

The successful candidate will be required to work 7 hours 30 minutes per week, Monday to Friday 12:00am to 1:30 pm.

We would be delighted to hear from you if you have:

- Experience working with children in a school or early year setting. (Desirable)
- Self-motivation, you are flexible and a good team player, as well as having the ability to work on their own initiative.
- Good written and verbal communication skills, enabling you to effectively interact with both children and adults.
- Knowledge of first aid or a willingness to complete a first aid course.
- An understanding of the way in which games and activities can help children develop.
- The ability to overcome communication barriers and build rapport with individuals from diverse backgrounds.
- An understanding of the importance of social and emotional well-being and a commitment to nurturing a supportive and inclusive learning environment.
- The ability to remain calm under pressure and maintain composure in challenging situations.

What We Offer You:

- The opportunity to join a growing Multi-Academy Trust of primary schools that collaborate closely for the benefit of all.
- Access to ongoing training empowering you to grow and excel in your role.
- The chance to work alongside a dynamic and collaborative team of classroom support, teachers, leaders, and a central team dedicated to the success of all pupils and staff alike.
- An additional week's holiday in October resulting in a 2-week break during this term.
- The privilege of working with engaged and enthusiastic pupils who are proud to belong to our school and enjoy learning in a stimulating environment.
- A comprehensive Employee Assistance Programme available to all employees, providing you with the support you need whenever you need it.

Take the Next Step:

Visits to our school are warmly welcomed and encouraged. Please contact the office team directly at 01245 354605, to schedule an appointment. We hope to meet you.

We encourage you to submit your application at your earliest convenience as we reserve the right to close this job opportunity early.

Parkwood Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We follow safer recruitment practice and appointments are subject to satisfactory DBS certification and references.

As part of the South Essex Academy Trust we are an equal opportunities employer.

How to apply:

If you would like to apply for this position, please click the following link to access our application form: [Career Opportunities – South Essex Academy Trust \(seacademytrust.co.uk\)](https://seacademytrust.co.uk/Career-Opportunities).

Once completed please send to Sarah O'Donnell, Recruitment Consultant at recruitment@seacademytrust.co.uk along with your Recruitment Monitoring Information form.

Please take care to complete the application in full as incomplete applications will not be considered.

Job Description and Person Specification below

Job Description

Job Title	Middy Assistant
Grade	Scale 2 Point 3-4
Reports to	Senior Middy Assistant/Headteacher
Responsible for	Not Applicable
Liaison with	Pupils, Senior Middy Assistant, 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"> To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room. To assist children with eating their meal if applicable. To clear tables when meals are finished and clear up any associated spillages. To enforce the necessary sanctions for maintaining good order. To administer basic first aid as required. To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed. To provide pastoral care, guidance and routine advice to pupils as appropriate. Where necessary and appropriate to lead games and activities with the children. To alert Senior Middy Assistant and/or the 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 Trust Board are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>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.</p>

Person Specification

A – Application Form I – Interview

Qualifications & Experience	Essential	Desirable
Experience in a school setting working with or caring for children (A&I)		✓
Knowledge of First Aid (A&I)		✓
Basic reading and writing skills (A)	✓	
Ability to count and undertake basic calculations (A)	✓	
Ability to use basic equipment e.g. photocopier, video (A)		✓
Communication	Essential	Desirable
Ability to complete basic forms (I)	✓	
Ability to exchange routine verbal information clearly with children and adults (I)	✓	
Seek support to overcome communication barriers with children and adults (I)	✓	
Consult with children and other adults (I)	✓	
Working with children	Essential	Desirable
Understand and implement the school's behaviour management policy (A&I)	✓	
Understand and support the differences in children and adults, responding appropriately (I)	✓	
Understanding of games and activities which support learning (I)	✓	
Understanding of the way in which games and activities can help children develop (I)	✓	
Understand the importance of both physical and emotional well-being (I)	✓	
Working with others	Essential	Desirable
Understand the roles of other staff working in the school (A&I)		✓
Ability to establish rapport and respectful and trusting relationships with children and adults (A&I)	✓	
Ability to work effectively as part of a team and a range of adults in the school (I)	✓	
Ability to provide timely and accurate information (I)	✓	
Responsibilities	Essential	Desirable
Good organisational skills (A&I)	✓	
Ability to manage own time effectively (A&I)	✓	
Ability to follow instructions accurately (A&I)	✓	
Ability to remain calm under pressure (A&I)	✓	

General	Essential	Desirable
Demonstrate a commitment to equality (I)	✓	
Be prepared to develop and learn in the role (I)	✓	
Basic understanding of Health and Safety (I)		✓
Understand and implement Child Protection Procedures (I)	✓	
Understand procedures and legislation relating to confidentiality (I)		✓