

# Templemoor Infant and Nursery School



**Midday Assistant**

**Application Pack**





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# Welcome to Templemoor

September 2021

Dear Applicant,

Thank you for your interest in the Midday Assistant vacancy at Templemoor Infant and Nursery School.

Templemoor is a happy and vibrant, over-subscribed infant and nursery school in Sale Moor. Our children are enthusiastic and eager to learn and all our staff are dedicated to delivering an excellent standard of education to the children in our care throughout the school day and beyond. Our mission statement is 'to provide the highest quality teaching and learning in a happy, stimulating environment'. We are a high achieving school and care passionately about our children.

We are seeking to recruit an enthusiastic and committed midday assistant. The successful candidate will be responsible for assisting the children during lunchtime and providing playground support and supervision, including basic medical care where necessary. This will be working both inside and outside the school building.

This is a unique and exciting opportunity to work in a popular, friendly and successful school with a real family feel. Applicants must be able to use their own initiative and be confident in working with children. The role may include some manual handling and applicants will need to be in good health and physically fit. If you feel strongly about providing an excellent service, are willing to work hard, keen to join an efficient team and are committed, professional and reliable then I very much look forward to receiving your application.

Best wishes,

Mr Stuart Hodgson

Headteacher



# Important Dates

The closing date for applications  
**Friday 24th September 2021 at 12 noon**

Shortlisting  
**Ongoing**

Interview Date  
**Ongoing**



# Role Advertisement

**Role:** Midday Assistant

**Salary:** Band 1 Point 1 to 3 (£17842 to £18562 pro-rata)

**Hours:** 7.5 hours per week Monday to Friday 11:30am to 1pm, Term Time Only plus 5 days INSET.

**Contract:** We have two positions available. One position is fixed term for 1 year with a strong chance of becoming permanent. The other is fixed term for the Autumn Term, covering a maternity leave.

**Start Date:** As soon as possible.

We wish to recruit an enthusiastic, confident and caring person to join our friendly school team. The successful applicant will assist with the supervision of the lunch period, ensuring the safety, welfare and good conduct of our children during the lunchtime break. You will play a proactive role in leading and supporting the children's play activities at lunchtime.

## **The successful applicant will:**

- Have experience of working with children in Early Years and/or Key Stage One.
- Have a calm and positive manner
- Be flexible and well organised
- Have the ability to work as part of a team
- Have a sense of fun
- Be caring and supportive

## **In return we can offer you:**

- Fantastic children who are eager to learn and who love school.
- A welcoming, experienced and supportive team who work collaboratively.
- A positive and happy working environment.
- An opportunity to make a real difference to the lives of our pupils.

If you believe you have the qualities we are looking for, we would love to hear from you. An application pack can be downloaded from our school website at [templemoorinfants.co.uk](http://templemoorinfants.co.uk). Please send completed applications electronically addressed FAO Mrs Kim Cook - School Business Manager via [recruitment@templemoor.trafford.sch.uk](mailto:recruitment@templemoor.trafford.sch.uk).

Please note: an application form must be completed as CVs will not be accepted.

The closing date is **12 noon on Friday 24th September 2021**.

We will shortlist once we receive your application, with interviews following up to and including Friday 1st October 2021.

Starting Date: As soon as possible.

Templemoor Infant and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and visitors to share this commitment. Appointments will be subject to successful references, eligibility to work in the UK, an enhanced Disclosure and Barring Service (DBS) Check and Staff Disqualification Declaration.



# Job Description

|                       |                                                                                        |
|-----------------------|----------------------------------------------------------------------------------------|
| <b>JOB TITLE</b>      | Midday Assistant                                                                       |
| <b>RESPONSIBLE TO</b> | School Business Manager and Senior Leaders                                             |
| <b>GRADE</b>          | Band 1 - Points 1 to 3                                                                 |
| <b>SALARY</b>         | £17842 to £18562 pro rata                                                              |
| <b>HOURS OF WORK</b>  | 7.5 hours per week Monday to Friday 11:30am to 12pm. Term Time Only plus 5 days INSET. |
| <b>START DATE</b>     | As soon as possible.                                                                   |

## JOB PURPOSE

Working in an EYFS or KS1 class to support the children during the lunchtime period. A Midday Assistant is one of a team of school staff who are responsible for pupil supervision during the midday break. The postholder will be managed by the School Business Manager. During the midday break the Midday Assistant will be responsible for:

- The transition of pupils from class to the dining hall and/or the school playground (or other designated areas during wet play) and back to class at the end of lunchtime.
- Supervising and supporting pupils whilst they eat.
- Promoting and supervising positive and active play and pupil relationships.
- Health, safety, security and basic first aid (after relevant training).
- Pupil discipline and behaviour management.

## KEY RESPONSIBILITIES

- To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
- Dealing with minor accidents or injuries and administering routine first aid (after training) or referring the pupil to a qualified first aider.
- Referring serious accidents or injuries to a senior member of staff.
- To report and bring to the attention of the relevant class teacher any serious incidents: to be aware of particular pupils and pupil relationships and to follow the strategies agreed with the teacher for addressing these pupils needs.
- Supervising pupils in the dining hall which may include:
  - a) Organising the eating space and making sure the space is hygienic, clean and tidy before and after eating
  - b) Organising the pupils before, during and after their meal

- c) Supporting pupils with particular needs
  - d) Supporting the food selection and nutrition policy of the school
  - e) Dealing with spillages including body fluids (in accordance with the procedures of the school)
- 
- To assist in the setting up and removal of furniture where necessary.
  - To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
  - Supporting pupil hygiene, including any personal hygiene requirements
  - Supervising pupils in areas of the school designated for play (including for wet play), which will include monitoring safe activity
  - Monitoring security – monitoring entry and exit from the school premises and challenging and reporting strangers where relevant
  - Actively promoting and instigating positive play and games, joining in with pupils where relevant
  - Being aware of and supporting the needs of particular children – encouraging play and preventing bullying
  - Monitoring the toilet areas
  - To carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school
  - To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment
  - To complete school based induction and any subsequent training required to improve performance and take part in the school performance management system
  - The school expects all staff to be flexible. This means that a Midday Assistant can be expected to carry out duties that are not specified in this job description but that are within the scope of responsibilities of the post.

*This job description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder.*



# Person Specification

Please read this Person Specification carefully: it will be used to assess each candidate's suitability for short-listing for interview. You should state any and all experience you have acquired to date in order to demonstrate how you meet the criteria to work at Templemoor Infant and Nursery School.

|                                                                                                 | ESSENTIAL | DESIRABLE | HOW ASSESSED              |
|-------------------------------------------------------------------------------------------------|-----------|-----------|---------------------------|
| <b>QUALIFICATIONS</b>                                                                           |           |           |                           |
| Confident and competent in oral English, written English and Maths skills.                      | ✓         |           | Application               |
| First Aid or willingness to obtain.                                                             |           | ✓         | Application               |
| <b>EXPERIENCE</b>                                                                               |           |           |                           |
| Successful experience on a voluntary or paid basis, of working with children aged 3 to 7.       | ✓         |           | Application/<br>Interview |
| Previous experience of working in a school, nursery or playgroup (on a paid or voluntary basis) |           | ✓         | Application/<br>Interview |
| <b>KNOWLEDGE</b>                                                                                |           |           |                           |
| An understanding and commitment of the school's vision, values and policies.                    | ✓         |           | Interview                 |
| A basic understanding of health, safety and security issues in schools                          |           | ✓         | Interview                 |
| <b>SKILLS AND ATTITUDES</b>                                                                     |           |           |                           |
| Confidence and ability to work with children across the primary age range 5 - 7 years.          | ✓         |           | Application/<br>Interview |
| Able to work independently and support the work of the team                                     | ✓         |           | Application/<br>Interview |
| Able to communicate and interact effectively with adults and children                           | ✓         |           | Application/<br>Interview |
| Understanding of and ability to maintain confidentiality.                                       | ✓         |           | Application/<br>Interview |
| Able to apply instructions given by teachers or senior leaders                                  | ✓         |           | Application/<br>Interview |
| Ability and willingness to undertake training and professional development                      | ✓         |           | Application/<br>Interview |

|                                                                                                                                                                                |   |  |                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|---------------------------|
| Be able to employ a variety of strategies to support behaviour management.                                                                                                     | ✓ |  | Application/<br>Interview |
| Ability to turn to advice if needed.                                                                                                                                           | ✓ |  | Application/<br>Interview |
| Able to demonstrate respect for pupils and be able to listen to their views                                                                                                    | ✓ |  | Application/<br>Interview |
| <b>PERSONAL QUALITIES</b>                                                                                                                                                      |   |  |                           |
| Enjoy working and playing with children.                                                                                                                                       | ✓ |  | Interview                 |
| Able to be flexible and respond effectively to the 'unexpected'                                                                                                                | ✓ |  | Interview                 |
| Willingness to undertake training and professional development                                                                                                                 | ✓ |  | Application/<br>Interview |
| Be reliable, punctual and flexible.                                                                                                                                            | ✓ |  | Application               |
| A willingness to take a full role in the life of the school.                                                                                                                   | ✓ |  | Application/<br>Interview |
| High expectations of all children; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements. | ✓ |  | Application/<br>Interview |
| A commitment to the development of the school as a centre of excellence in the community.                                                                                      | ✓ |  | Application/<br>Interview |
| <b>SAFEGUARDING</b>                                                                                                                                                            |   |  |                           |
| Ability to safeguard and promote the welfare of children.                                                                                                                      | ✓ |  | Interview                 |
| Appreciates the significance of safeguarding and interprets this for all individual children whatever their life circumstances.                                                | ✓ |  | Interview                 |
| Has a good understanding of safeguarding procedures.                                                                                                                           | ✓ |  | Interview                 |
| Can demonstrate an ability to contribute towards a safe environment.                                                                                                           | ✓ |  | Interview                 |
| Shows a personal commitment to safeguarding.                                                                                                                                   | ✓ |  | Interview                 |



# Making an Application

## The Application Form

If you would like to apply for this post please download and complete the application form on the school website.

Your supporting statement should address the selection criteria detailed in the Person Specification. Please return your completed application by email to:

**[recruitment@templemoor.trafford.sch.uk](mailto:recruitment@templemoor.trafford.sch.uk)**

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. Please ensure that you read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed. **CVs will not be accepted.**

The closing date for applications is **12 noon on Friday 24th September 2021**, although we will be reviewing applications made before this date.

## References

When providing details of referees applicants must provide two references. One reference should be from your current employer or if unemployed, your last employer. Where possible references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live. The school will contact referees for verification.

## The Interview

The interview will consist of questions from the interview panel. Interviews will take place at the school.

## Data Protection

Should you be unsuccessful with your application the school will confidentially destroy your Application Form after six months of its submission. If you are successful in your application this information will be kept securely as part of your personal employment record.

## Any questions?

Should you have any further questions then please email the School Business Manager via the email address above.



# Safeguarding Information

**The welfare, safety and security of all children in our school is of paramount importance to all members of the Templemoor community.**

This information sheet provides a summary of our safeguarding and child protection procedures for prospective candidates at the recruitment stage. Please refer to our full safeguarding policy documents on our school website ([templemoorinfants.co.uk](http://templemoorinfants.co.uk)) for more details.

## **Recruitment and Vetting**

- CVs will **NOT** be accepted. Candidates **MUST** use the official application form.
- Providing false information is an offence and could result in an application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the police.
- Shortlisted applicants **must** complete a criminal self-disclosure form.
- At least one member of the recruitment panel has been trained in Safer Recruitment.
- At least two references will be sought for all prospective staff members at interview stage, including one from your most recent employer.
- All staff members will be required to undergo an enhanced DBS (Disclosure and Barring Service) check, which will be repeated periodically.
- Knowledge and understanding of safeguarding children will be explored at interview.
- If you are invited for interview you will be required to provide original documentation to prove your identity (e.g. passport, driving licence) and original exam qualification certificates.
- Candidates will need to provide proof of eligibility to work in the UK.
- The successful candidate will be required to complete a Medical Declaration and receive fitness for work.

## **Safeguarding Policies**

- All staff members must adhere to our Child Protection and Safeguarding Policy, which has been written in line with current national guidance and legislation, having regard to their responsibilities for reporting any concerns to the Designated Safeguarding Lead.
- All staff members must undertake child protection training and repeat this training annually.

## **Safe Learning Environment**

- All staff members must adhere to other related policies and guidance, e.g. health and safety policy, risk assessments, e-safety policy etc. in order to maintain a safe learning and working environment for all.

