



# St Philip Westbrook C of E Primary School

"Together we aim high and with God's love we can fly"

## **JOB DESCRIPTION/SPECIFICATION MIDDAY ASSISTANT**

**We currently have a vacancy for a Midday Assistant.**

**Grade 3 £12.00p/hr up to 10 hours per week, Term time only, hours to be agreed.**

**Interviews to be arranged for an immediate start.**

St Philip's is a popular three form entry Church of England primary school in the Westbrook District of Warrington.

We have wonderful, well-motivated pupils, an enthusiastic and committed staff, inspirational senior leaders, supportive parents and excellent links with the community.

The Governors of St Philip's Church of England Aided Primary School are seeking to appoint a Midday Assistant who is available for up to 2 hours per day between 11.30am – 1.30pm (times to be agreed, must be flexible.)

This is a part time position and will be offered on a permanent basis, with a probationary period of one term.

### **The responsibilities of a Midday Assistant are:**

- to escort pupils to and from the dining area, as necessary.
- to ensure that pupils are in the dining hall at the correct time.
- to help younger pupils at the servery counter with the proper use of cutlery, and help them cut up their food when necessary;
- to assist younger pupils with the return of used plates, trays, cutlery and beakers when necessary.
- to supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use.
- to set-up/put away tables and chairs and ensure all surfaces are clean and tidy.
- to take charge of groups of children in the playground or the classroom, depending on the weather.
- to follow 'happy play times' program of play, rewards and consequences.

- to ensure that children remain within a safe environment, and that they play safely;
- to set suitable behaviour standards in line with school policy.
- to help children acquire social skills.
- to attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary.
- to attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance.
- to report to the class teacher any acts that constitute serious infringements of school rules and to write all other incidents in the class book, which must be given to Teachers at the end of each session.
- to liaise effectively and professionally with staff.
- to attend training, as required.
- to be committed to safeguarding and promoting the welfare of children and young people.
- to adhere to School Policies and Procedures.

**Application forms are available on the school website.**

St Philip Westbrook Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share his commitment. The appointment is subject to enhanced disclosure by the Disclosure and Barring Service.