

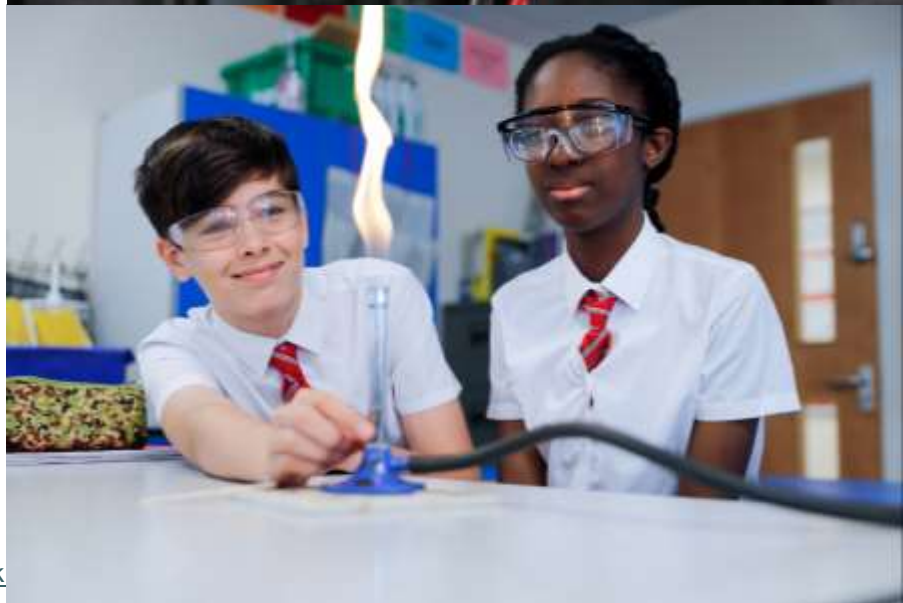
Robert Clack School of Science

Executive Headteacher : Mr R.V.A. Taylor B.Sc., (Econ) (Hons)



RECRUITMENT PACK

**CASUAL/CLAIMS
MIDDAY ASSISTANT**



Tel: 020 8270 4200

Website: www.robertclack.co.uk

Email: office@robertclack.co.uk

Recruitment queries: mbrown@robertclack.co.uk

Welcome to Robert Clack School

As a former pupil and member of staff for the past 20 years, Robert Clack School and our pupils mean a great deal to me. I believe that Robert Clack is a very special place; we have a strong sense of community and strive for excellence in all that we do.

We are committed to delivering a broad and balanced education, one which appreciates the importance of academic qualifications, but one which also recognises the value of vocational qualifications and the extra-curricular of sport, drama, music, the arts and debate.

Our ethos permeates every aspect of life at Robert Clack School and cultivates the values of mutual respect, compassion, discipline, high expectations and aspirations and hard work. By embracing these values, we believe that our pupils will be able to fulfil their ambitions in life, whatever they may be.

I am delighted that you are interested in pursuing a career at Robert Clack School. Please find enclosed information relevant to the role you may wish to apply for.

Good luck and best wishes.

Russell Taylor
Executive Headteacher



The Recruitment and Application Process

To view the job description, person specification and to download an Application Form please follow this link to the School website: www.robertclack.co.uk

Please submit completed applications either by e-mail to: eselson@robertclack.co.uk

Please note that CVs will only be accepted if accompanied by an application form.

If you have any queries about the application process, you are welcome to contact the School's HR Manager, Emma Selvon on 020 8270 4200 x 3308 or on the above email address.

Safeguarding and Promoting the Welfare of Children and Young People Note:

Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers, an online internet search and an enhanced Disclosure & Barring Service check.

Key dates:

Closing date for receipt of applications: 8am on Tuesday 5 May 2026.

Interviews to be held: To be confirmed. During May 2026.

Commencement date in post for successful candidate: ASAP.

Advertisement

CASUAL/CLAIMS MIDDAY ASSISTANT

SALARY: Scale 2 (£15.68 - £15.91 per hour)

APPOINTMENT: Casual/Claims, 1.5 hours per day, 11.45am-1.15pm, Monday to Friday, term-time only

Robert Clack Primary School is looking to recruit an enthusiastic Midday Assistant to join our small, friendly and supportive team. The successful applicant should be caring and approachable as well as being able to work in a calm manner at all times. Their role will involve working as part of a team to make lunchtime a positive and enjoyable experience by supporting healthy eating, as well as teaching and modelling playground games and social activities for all our pupils. The role will also include supporting pupils with personal care and hygiene when required as part of developing their independence.

At present, this is a casual/claims as and when role to cover staff absences. However, further opportunities for regular work may arise later this academic year.

The person we require will:

- have successful previous experience of working with children (preferably in a school environment);
- demonstrate good communication skills, both orally and written, with both adults and children;
- understand the importance of following procedures and policies;
- be able to develop positive professional relationships with children;
- be proactive with providing children with enjoyable activities through the lunchtime period;
- work well as part of a team;
- be extremely patient, adaptable, willing to listen and have a good sense of humour.

We can offer:

- a supportive working culture that values staff at all levels and invests in people;
- working with the teaching and support staff as part of a team;
- opportunities for professional development;
- a dynamic working environment.

REQUIRED FOR: As soon as possible.

Job Description



Job Title:	Midday Assistant
Working Hours:	7.5 hours per week, term time Hours of work – 11.45am-1.15pm
Department:	Primary
School:	Robert Clack School
Reports to:	Midday Supervisor
Responsible for:	N/A
Number of Posts Supervised/Managed:	N/A

1. Purpose of the Job:

To supervise and interact with the children during lunch break within the school (including playground, corridors, classrooms, lunch hall, toilets). To lead and promote playground games and social activity.

2. Specific Tasks and Responsibilities:

- Supervise children in different situations e.g. playground, classroom (wet play) lunch hall, toilets.
- Escort children around the school quietly and sensibly.
- Lead and promote playground games and social activity.
- Supervise children in the dining hall.
- Assist children with their eating in the dining hall (cutting food, opening packets etc).
- Encourage and support children's learning regarding table manners and the correct use of a knife and fork.
- Clean table tops, sweep the floor, mop up spillages etc. to maintain a healthy and safe eating environment.
- Resolve problems between children as they arise in a fair manner following the school behaviour policy.
- Provide basic first aid - First aid certificate would be desirable but training can be arranged
- A responsibility for Health, Safety and Wellbeing.
- Support children with their personal care and hygiene needs when required.

Midday Assistants will be expected to:

- Provide a good role model for the children.
- Talk to and communicate with the children in a child friendly manner.
- Follow the behaviour procedures in school.
- Maintain professionalism at all times.
- Maintain confidentiality at all times.
- Be aware of, and report, any safeguarding issues that they might encounter.

- Liaise with all staff regarding behaviour and incidents.
- Support other members of the midday team.
- Have excellent time keeping and attendance.
- Attend all training and meetings as required.

3. Statutory Requirements:

This post carries a requirement to have an enhanced Disclosure and Barring (DBS) check for Children.

4. General Accountabilities and Responsibilities:

- Comply at all times with the Council and School's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity, Health & Safety and Safeguarding.
- Undertake a proactive, committed approach towards the School's values and ethos.
- Comply with the competencies and standard requisites agreed by the School as relevant to your post.
- Promote the development of a high quality individual need led service, to comply at all times with the Council's and School's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Comply with the Data Protection Act 2018 and associated General Data Protection Regulations (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.

Person Specification

Post Title:	Midday Assistant (Primary)	Grade:	Scale 2
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Attributes	Criteria	Assessment Method	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working with children in a school or similar environment. • Experience of working on own initiative. 	Application form, interview and task at interview	X	X
Education, Training & Qualification	<ul style="list-style-type: none"> • Good numeracy and literacy skills. • Good general standard of education. 	Application form and task at interview	X	X
Professional Relationships	<ul style="list-style-type: none"> • Excellent customer service and verbal communication skills when dealing with pupils and colleagues. • Ability to work effectively, supportively and professionally within a team. • Ability to uphold the School's behaviour standards for pupils where necessary. • Able to work under direction and follow guidelines/instructions 	Application form and interview	X X X	
Safeguarding and Equality & Diversity	<ul style="list-style-type: none"> • A commitment to the safeguarding and welfare of children. • Knowledge, understanding and commitment to equal opportunities and diversity. 	Application form and interview	X X	

