



## Vacancy Position

### Midday Assistant



## Location

Hamstel Infant School and Nursery, Hamstel Road, Southend-on-Sea, Essex SS2 4PQ

## Salary

Salary Range: Level 3, Points 3 to 5 £24,796 to £25,583 pro rata, actual salary £5,680 to £5,861

## Hours of work

11:30am to 1.30pm, Monday to Friday, totals 10 hours a week, term time only

## Start Date

ASAP

## About the Role

Portico Academy Trust aspires to be at the heart of the local communities it serves. We aim to deliver to local families an excellent primary education and create new opportunities for our pupils. To support the development of our team at Hamstel Infant School and Nursery, we are seeking to appoint a Midday Assistant to join us on our ongoing journey for continued school improvement.

Hamstel Infant School and Nursery prides itself on being a child focused caring community; one in which all stakeholders' views are valued. We are proud to be held in high esteem by our families and the local community and wish to share this valued position with the right candidate.

### **The main scope of the job will be:**

- To work within a well-established and respected team.
- To maintain the safety, welfare and good conduct of the pupils during the midday break.
- To assist children in selecting their meal and sitting in an appropriate place in the Infant hall.
- To assist children with eating their meal as appropriate.
- To clear tables when meals are finished and clear up any associated spillages.
- To uphold the schools' behaviour expectations 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 and guidance.
- Where necessary and appropriate, to lead games and activities with the children.
- To alert the Senior Midday Assistant (SMDA) and or the Headteacher of any concerns regarding an individual child or group of children.
- To understand and apply school policies in relation to health, safety, safeguarding, welfare and behaviour of pupils.

- To attend relevant training and meetings as required.
- To respect confidentiality at all times.

### **Information about the School**

At Hamstel Infant School and Nursery there is always a warm welcome awaiting you in an environment that is both happy and safe. Our special motto is 'We Care...' and this is fundamental to everyone and everything we do. Our school is an inclusive, caring and vibrant educational learning space that has grown to four forms of entry with a Nursery of 60 full-time equivalent places.

We have a fabulous team of committed and enthusiastic staff, all of whom are supported by the excellent resources we have on a spacious site, with well-resourced facilities and the expertise to provide your child with unique opportunities for learning. We have a large team of highly dedicated professionals who are committed to guiding the children's learning and development to enable them to reach their full potential. Our team uses a whole school nurture approach to guide children with their personal and social skills in order to prepare them for life-long learning.

We are a very inclusive school and pride ourselves in treating every child and family as individuals. We encourage all our children to achieve their best and grow into thoughtful, kind and considerate members of the school community and society as a whole. We take great pride in sharing our school's many achievements and special awards to advance our skills and support others too

**Closing Date:** 3<sup>rd</sup> November 2025

**Interviews:** Thursday 6<sup>th</sup> and Friday 7<sup>th</sup> November 2025

For further details or an application pack, please contact Mrs Rebecca Sanderson, Director of HR, Portico Academy Trust, Ronald Hill Grove, Leigh-on-Sea, Essex SS9 2JB

Telephone: 01702 987890

Email: [recruitment@porticoacademytrust.co.uk](mailto:recruitment@porticoacademytrust.co.uk)

**Please include a cover letter with your application form, commenting on how you feel you meet the person specification criteria and providing an insight into your relevant experience.**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check and shortlisted candidates should be aware that the school will consider carrying out online searches as part of the due diligence on short listed candidates.

## **Application Documents**

Support Staff Application Form

MDA Job Description

MDA Person Specification

## **Application Email**

Email: [recruitment@porticoacademytrust.co.uk](mailto:recruitment@porticoacademytrust.co.uk)