



# Midday Assistant

## Recruitment Pack





## BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

### Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

### Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

### Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



**4**

Primary Schools



**6**

Secondary Schools



**9000+**

Students



**1300+**

Staff



## Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

# John Astley

## Headteacher



Keresley Grange Primary Academy is a thriving school that is committed to Building Brighter Futures for all of its students.

Children are at the heart of all that we do and our staff go the extra mile to help them to be the very best that they can, day in, day out. Our team is committed to their own learning as much as that of the children and our Keresley Grange 'family' work together to support, inspire and challenge each other.

We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

**We look forward to hearing from you.**





## ▼ Job Details

JOB TITLE	MIDDAY ASSISTANT
OPPORTUNITY	<p>A great opportunity has become available at Keresley Grange Primary Academy for an excellent midday assistant. We are seeking to appoint a midday assistant at Keresley Grange Primary Academy to be responsible for securing the safety, welfare and good conduct of pupils during the midday break, in accordance with the procedures and practices of the School, and under the direction of the Headteacher and in close co-operation with the Senior Midday Supervisor.</p> <p>You will have a flexible and supportive approach to work and be a positive role model to pupils.</p>
REPORTING TO	Headteacher – John Astley
LOCATION	Based at Keresley Grange Primary Academy with a requirement to travel to work at or for schools in the Trust.
SALARY/ HOURS	<p>£12.38 per hour      /      £5458 per annum</p> <p>10 hours per week    /    38 weeks per annum</p> <p>Monday – Friday: 11:30 – 1:30pm</p>
BENEFITS ENHANCING WORKING LIVES	<ul style="list-style-type: none"> <li>- Competitive rates of pay</li> <li>- Professional development opportunities</li> <li>- Career pathways across the Trust</li> <li>- Teacher / Local Authority Pension Scheme</li> <li>- Online retail discount</li> <li>- Employee Assistance Programme</li> <li>- Family Friendly policies to support family &amp; carer commitments</li> <li>- Flexible Working Arrangements</li> </ul> <p><a href="http://www.thefuturestrust.org.uk/why-work-for-the-futures-trust">www.thefuturestrust.org.uk/why-work-for-the-futures-trust</a></p>



## Job Description

### **Job Purpose:**

To be responsible for securing the safety, welfare and good conduct of pupils during the midday break, in accordance with the procedures and practices of the School, and under the direction of the Headteacher and in close co-operation with the Senior Midday Supervisor.

### **Duties and responsibilities:**

- Supervise pupils in the dining hall, playground areas and School premises, ensuring an acceptable level of order and discipline is maintained and according to the guidelines set by the Headteacher.
- Report any information or concerns regarding the safety of any child sensitively and professionally in accordance with the School's Safeguarding and Child Protection Policy.
- Communicate and cooperate effectively with other members of School staff to ensure the constant safety and security of all children. Liaise with teachers to establish how best to support pupils.
- Organise and play fun games and activities with pupils.
- Proactively encourage supportive pupil socialisation with their peers and be able to manage conflict resolution between pupils.
- Assist very young or less able pupils in developing eating skills.
- Supervise and assist pupils in the collection of food and return of waste food, plates and cutlery to the appropriate points.
- Undertake ancillary duties, including wiping tables, cleaning spillages, eg. food, vomit.
- Act as carer for sick children until appropriate qualified medical assistance is available and/or until a parent or guardian collects the sick child. Keep the Headteacher or nominee informed and maintain records of accidents and first aid given. (Employees must not provide first aid unless qualified to do so.)
- Follow fire and evacuation procedures, and check pupils are safe.
- Put away tables and chairs.



## Job Description Continued

### Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

### Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Midday Supervisor are up to date.

- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

### Key requirements

At Keresley Grange Primary Academy, we require all midday assistants to have a very positive attitude to the safety, security and wellbeing of all our children at all times, and to be able to recognise when to act on and report any concerns. We expect Midday assistants to treat all children with respect, promoting positive behaviour and good manners at all times, and to deal with concerns in a calm, firm but fair manner. Where midday assistants become aware of confidential information relating to pupils whilst carrying out their role, they must maintain confidentiality in accordance with the School's policies and procedures.





## Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> <li>Willing to undertake essential safeguarding and first aid training.</li> </ul>		Application Form  Interview
SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>Ability to understand children's behaviour and to respond to their needs in varying circumstances.</li> <li>Ability to communicate and relate well with children and adults.</li> <li>Ability to act quickly and responsibly in the event of accidents or untoward circumstances.</li> <li>The willingness to ask for help if needed.</li> <li>The ability to work as part of a team.</li> <li>Punctuality and reliability.</li> <li>The ability to use initiative.</li> </ul>		Application Form  Interview



AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE	<ul style="list-style-type: none"> <li>• Experience of dealing with children either in a domestic or work environment.</li> </ul>		Application Form  Interview
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> <li>• An understanding of how to supervise children.</li> <li>• Understanding of basic issues of hygiene and child safety.</li> </ul>		Application Form  Interview Test



## How to apply

**Closing date:**

**Friday 26<sup>th</sup> September 2025**

**Interviews:**

To Be confirmed

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:

**tel: 02477 102134**

To apply for this post, please complete the online application form found at:

**[www.thefuturetrust.org.uk/work-with-us/current-vacancies](http://www.thefuturetrust.org.uk/work-with-us/current-vacancies)**

On application please read the following policies found at:

**[www.thefuturetrust.org.uk/work-with-us/recruitment-pack](http://www.thefuturetrust.org.uk/work-with-us/recruitment-pack)**

- Keresley Grange Primary Academy Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



**The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.**

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.