KERESLEY GRANGE
PRIMARY SCHOOL
BELONG | BELIEVE | ACHIEVE

Midday Assistant

Recruitment Pack



The Futures Trust
BUILDING BRIGHTER FUTURES



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



At Keresley Grange Primary School, we believe that great schools are built on great relationships. We are a warm, ambitious and inclusive school where children truly come first, and where every member of staff is valued, supported and encouraged to thrive.

This is an exciting opportunity to become part of a dedicated and caring team that works collaboratively, celebrates success and supports one another through challenge. Staff at Keresley Grange are passionate about their own professional development and about providing the very best education and opportunities for our children.

Our growing school is entering an exciting phase of its journey, with opportunities to contribute to school improvement, develop professionally and make a lasting impact on our children and community.

The best way to understand what makes Keresley Grange special is to experience it for yourself. We warmly welcome and encourage visits from prospective applicants. Please contact the school office to arrange a visit and discover why our staff are proud to call Keresley Grange home.

We look forward to meeting you.



Job Details

JOB TITLE	MIDDAY ASSISTANT
OPPORTUNITY	It is an exciting time to join the Futures Trust. 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. You will have a flexible and supportive approach to work and be a positive role model to pupils
REPORTING TO	Headteacher
LOCATION	Based at Keresley Grange Primary Academy with a requirement to travel to work at or for schools in the Trust.
SALARY/HOURS	7.5 hours per week. Term Time Only (38 Weeks) Monday – Friday: 12.00 pm – 13.30 pm PAS Grade 1 £4,550. Actual Salary (£25,861 Full Time Equivalent)
BENEFITS ENHANCING WORKING LIVES	- Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements www.thefuturestrust.org.uk/why-work-for-the-futures-trust



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

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.

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.

Duties and Responsibilities Continued:

- 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.

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 Assistant are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	• Willing to undertake appropriate training.	• Basic first aid training • Safeguarding training	Application Form Certificates
SKILLS AND ABILITIES	• Ability to understand children's behaviour and to respond to their needs in varying circumstances. • Ability to communicate and relate well with children and adults. • Ability to act quickly and responsibly in the event of accidents or untoward circumstances. • The willingness to ask for help if needed • The ability to work as part of a team. • Punctuality and reliability. • The ability to use initiative.		Application Form Interview Test

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE	• Experience of dealing with children either in a domestic or work environment.	Experience of dealing with children in a work environment.	Application Form Interview
KNOWLEDGE AND UNDERSTANDING	• An understanding of how to supervise children. • Understanding of basic issues of hygiene and child safety.		Application Form Interview Test
OTHER REQUIREMENTS	• A professional role model • who is committed to their • own professional • development and to • developing others • Committed to and able to • promote the aims of the • school and the values of • the Trust: Learners First, • It's about Learning, No • Barriers. • Values diversity and the unique contribution that every individual makes to the learning community • Able to work calmly under • pressure and withstand • stress • Demonstrates professionalism, loyalty and integrity • Able to work flexibly, and to attend meetings and INSET days as required		Application Form Interview



How to apply

Closing date:
19 November 2026

Interviews:
TBC

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.thefuturestrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:
www.thefuturestrust.org.uk/work-with-us/recruitment-policies

- 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 Children's Barred List Check.