

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Midday Assistant (Nursery)	Location	Woodlands Primary Academy
Salary	Scale B, point 3 £25,614, actual salary £4,583	Hours	7.5 hours, 38 weeks. 11:00 - 12:30 Monday - Friday
Department	Facilities	Reports To	Early Years Lead

JOB PURPOSE:

To supervise all children on the school premises to ensure that health and safety, and school regulations are observed.

KEY RESPONSIBILITIES AND DUTIES:

- Supervision of children in all areas of the school, including dining hall, play areas, classroom, and playground as directed by the Early Years Lead, Headteacher, and/or Deputy Headteacher.
- The maintenance of good order at all times. Relay relevant information of individual or group behaviour to either the Early Years Lead, Headteacher, or Deputy Headteacher. Not all incidents on Smartlog and CPOMS where necessary.
- Supervision of children during the meal, encouraging good eating habits, assisting younger children where necessary and ensuring that a good atmosphere is maintained.
- Managing and handling difficult behaviour from children.
- General assistance in the dining area as necessary, e.g. setting up tables and putting away, floor cleaning, wiping up spillages.
- Supervision of movement of pupils ensuring that good order is maintained.
- Keep up to date with the special medical requirements of individual children as listed.
- Any other duties as may be delegated by the Headteacher.

JOB REQUIREMENTS:

	Essential	Desirable
QUALIFICATIONS	• Willing to undertake relevant Health and Safety training.	• First Aid training.
EXPERIENCE	• Experience of working with children.	• Experience of working in an educational setting. • Experience of working as part of a team.
SKILLS AND PERSONAL ATTRIBUTES	• Responsible, reliable, and flexible. • Enthusiastic. • Ability to relate well to children and adults. • Able to effectively manage challenging and difficult behaviour from children.	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance.	

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	• Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.