



APPLICATION PACK

ACADEMY:	Park Road Community Primary School
ROLE:	Midday Assistant
START DATE:	Required as soon as possible
SALARY:	Grade 2 pt 2 Actual Salary - £3,110.16 FTE £23, 656.00
HOURS:	5.83 hours per week, Term time only
CONTRACT:	Permanent



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MESSAGE FROM THE TRUST

Dear colleague

We are delighted that you are considering applying for a role at Park Road Primary School. Your interest comes at an important and exciting time in the development of the trust. We are a small trust with a balanced blend of five primary and two secondary schools, but are poised for growth as we drive towards our four key strategic aims. At the heart of our strategy we aim provide the best school experience possible for every child, and to be the best employer we can be.

Omega Multi-Academy Trust was formed in 2018. We serve wonderfully diverse communities across the metropolitan borough of Warrington and the City of Liverpool. Our schools are firmly rooted in their communities and respond to their individual needs with local knowledge and understanding, retaining their unique identities. We strongly believe in the power of genuine collaboration and school-to-school support, so as a trust, we exploit every opportunity to embrace the sharing of best practice, celebrating our many strengths, learning and growing together.

We pride ourselves on nurturing a culture of inspiring education which emphasises the knowledge, skills and experiences that will enable pupils to be resilient and aspirational. We invest in our staff and embed innovative, high-quality teaching and learning into our curriculum whilst keeping the best interests of our students at the heart of everything we do.

In my role as Chief Executive Officer, it is a privilege to witness the drive and determination of our colleagues who have welcomed our strategic vision with such enthusiasm and drive. The Trust's new Impact Strategy, as well as having a necessary focus on inclusive education and continuous school improvement as standard, includes an important focus on you, and your wellbeing, ensuring we care for the people who help and support our children and young people to stay safe and to thrive.

If we are successful in our mission, we will have ensured our schools provide:

- World-class teaching that promotes exceptional learning.
- Bespoke pastoral care that nurtures our students' aspirations.
- Inspiring learning environments, where our students can make mistakes and overcome them to become the best version of themselves.
- Industry-leading professional development for all colleagues, investing in our teams to support them in fulfilling their personal and professional ambitions.



The hard work is paying off and whilst we know our work is far from complete, we are proud to have reached some key milestones. Outcomes at our primary schools are now amongst the best in the country, with strong outcomes in Early Years, Key Stages 1 and 2 in almost all of our schools. Where outcomes are not as strong, they are improving at pace.

Our dedicated staff and committed team of Trustees and Governors are relentless in their aim of creating truly world-class schools. Our Headteachers are empowered to create schools that reflect the communities they serve, yet we encourage our schools to be externally focused, obsessive in their quest to learn from the very best, never leaving opportunities for improvement to chance.

We see vacancies such as this as an opportunity to attract new talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our vision. Together, we will transform lives.

Thank you once again for your interest in this exciting opportunity at Park Road Primary School. I look forward to welcoming you to our team.

Yours faithfully



A handwritten signature in black ink, which appears to read 'Christian Wilcocks'. The signature is fluid and cursive.

Mr Christian Wilcocks
CEO Omega Multi-Academy Trust



MESSAGE FROM THE HEADTEACHER

Thank you for your interest in joining Park Road Community Primary School.

Park Road Community Primary School is a one-form entry school. Our children sit at the heart of our learning community, together with our teachers and support staff, our parents and our Governors and Trustees. Collectively, we are committed to ensure our children receive the very best provision and care. Park Road is an exceptional school where respect and tolerance permeate throughout. Our children are treated as individuals; they are allowed to flourish and as such as they feel safe and valued.

We continually evaluate and develop our quality of education and are relentless in our pursuit of excellence. We are passionate about giving equal value to the wider curriculum so our curriculum is innovative and enhanced by enriching experiences that we have planned carefully to maximize children's learning. Our drive to provide an exceptional quality of education is consistently strong. Development is encouraged for all so staff feel valued; teamwork is a strength of our school. As a result, our school was judged by Ofsted as 'Good' overall in April 2022 and our end of key stage outcomes are above national outcomes.

We are very proud of achieving an accredited 'Wellbeing Award for School'. Our school offers a place of emotional wellbeing and support for both children, staff and families as we provide mental health provision for all. Ofsted reported that, "Governors, members of the Trust and school leaders have a clear understanding of the strengths of the school and the areas that require further development. Leaders are considerate of staff's well-being and have taken steps to reduce workload. This helps staff to feel valued and appreciated."

Our school is unique in so many ways; we have home-bred chickens, guinea pigs, a tortoise, gerbils and fish. We grow our own vegetables and have developed a wonderful outdoor space to enhance learning, which includes our pond and forest school area. Children have a range of opportunities to share their voice and develop their leadership and influence on their school's development. When our children speak, we act and this enables pupils to see that their voice matters. This development was identified as a strength in our most recent Ofsted report.



Park Road is one of six schools who are part of the Omega Multi-Academy Trust and staff benefit from strong collaboration, network opportunities and a broad and varied professional development programme. We work closely with our trust colleagues to strengthen our school improvement offer and professional development opportunities. The Trust's values, strategic vision and direction empower our school to be the best we can be and we are always supported to achieve this. Our school, and the Trust, fully support career pathways for the development of all staff, continually improving teaching and learning and therefore ensuring the best outcomes for all children and staff. During my time at Park Road I have been provided with excellent support and CPD, allowing me to develop the skills and leadership qualities.

My vision for the school moving forward, is to continue on our journey towards excellence. Children's happiness is our main priority, as we know if children are happy and nurtured, they will always be able to thrive and subsequently be the best possible version of themselves. This is an exciting time for our school and we are looking forward to the next steps in the journey ahead.

In joining Park Road Community Primary School and Omega Multi-Academy Trust you will be joining a forward thinking, reflective and driven organisation whilst working within a community-based primary school. If you are keen to develop in your career as you work with all our colleagues, parents and the wider community and are passionate about all children achieving their true potential then the role at Park Road Community Primary School is a wonderful opportunity.

Yours faithfully,



Mrs K Quigley
Headteacher



“My first role at Park Road CP School was a 1-1 Support Assistant, a role that sparked a passion for me to support and nurture the children in our school community. With the help and continued encouragement of our Senior Leadership Team, I have been able to develop my skills and I am now both a Year 2 class-based Teaching Assistant and also the Early Help Lead within school.

These roles allow me to support children with their emotional wellbeing and understanding as well as working with their families too. I am very passionate about both roles.

Being part of Park Road is enjoyable and rewarding, not a day passes by when we don't smile and laugh. We are a hard working team who have a great relationship with each other - a huge positive for our lovely little school.”

Karen Wilkinson
Teaching Assistant





JOB DESCRIPTION

Academy:	Park Road Community Primary School
Job Title:	Midday Assistant
Hours:	5.83 hours per week, Term time only
Contract:	Permanent
Accountable to:	Headteacher

We wish to appoint a committed, highly motivated and caring person to join our team of Midday Assistants, supervising children during lunchtime.

PURPOSE

SUPPORT FOR THE PUPIL

- Supervise pupils at lunchtime whether in the dining room, classroom or outside.
- Organise safe entry/exit of pupils into/out of the school hall as required.
- Ensure that children have access to appropriate activities to support their development and engage them over the lunch time period.
- Assist with providing meals/snacks where appropriate.
- Supervise pupils eating food brought from home and ensure that all packed-lunch equipment is cleared away after use; any food left should be sent home for parents to see.
- Attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary, via a first aider.
- Welfare and supervision of pupils before or after the meal in the playground, hall, corridors and classrooms as directed by the Headteacher

SUPPORT FOR THE TEACHER

- Cleaning and tidying areas, ensuring any health and safety risks are addressed e.g., slippery floors from spillages.
- Maintain adequate standards of table manners and eating habits.
- Model courteous and polite behaviour.
- Maintain discipline during the lunch break, following the school's behaviour policy and helping promote school values.
- Advise the Headteacher of any concerns e.g., regarding children, parents or the safety of equipment.
- Share any behaviour or medical issues with the class teacher/TA after the lunch session.
- Report any matters involving child protection immediately to the Headteacher

PERSONAL AND PROFESSIONAL CONDUCT

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values, and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity



PERSON SPECIFICATION

Academy: Park Road Community Primary School

Job Title: Midday Assistant

You should be able to demonstrate that you meet the following criteria which are all essential:

E= Essential

D=Desirable

Measured by:

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview

R=Reference

You will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

Your application form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. There should be no unexplained gaps in career history.

QUALIFICATIONS & EXPERIENCE		
D	First Aid Qualification	A/I
D	Experience of working with children	A/I
D	Experience of working successfully in a team	A/I
PRE-EMPLOYMENT CHECKS		
E	An enhanced DBS certificate with barred list check	N/A
E	At least two valid professional references, including current employer	R
PERSONAL QUALITIES & SKILLS		
E	Caring, enthusiasm, flexibility and willingness to respond to new challenges	A/I
E	To build and maintain effective relationships.	A/I
E	Excellent communication skills	A/I
E	Effective organisational skills	A/I
E	A positive attitude and willingness to contribute to whole school development	A/I
E	A desire for high expectations and standards for self and others	A/I



“Park Road Community Primary School has warmly welcomed me to the school and is helping to build my confidence as an ECT by offering a range of support, from external courses to personal targets with various subject leaders.”

Ianthe Shirley
Class Teacher



THE SELECTION PROCESS

HOW TO APPLY:

Thank you for taking time to read and digest our information. If you wish to apply for this post with Omega Multi-Academy Trust then you should follow the below steps:

- If you would like to contact the school or arrange a visit then please contact office@parkroadprimary.co.uk
- Download and complete the Omega Multi-Academy Trust application form.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. There should be no unexplained gaps in career history. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of Omega Multi-Academy Trust. The supporting statement should be clear and concise. CVs cannot be accepted.
- Email completed application forms to recruitment@omegamat.co.uk by the deadline below.

PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.

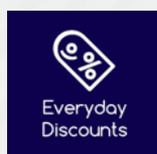
Closing date for applications: Friday 18th April 2025, 9am



STAFF WELLBEING & BENEFITS

Omega Multi-Academy Trust is committed to attracting, developing and retaining top talent to achieve high performance across all school communities. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

Omega MAT Plus+ is an exclusive suite of benefits that is on offer to every colleague across the Trust. This is a gateway to a huge range of exciting benefits, including an Employee Assistance Programme with 24/7 health and wellbeing support available for everyone, as well as fabulous discounts against big brands and many high street stores



Everyday Discounts

Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants.



Home Technology

An offer to purchase home technology and personal electronic devices by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Cycle to Work

An offer to purchase a cost effective way to get new cycling equipment and bicycles by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Health Club Membership

Discounted Corporate memberships access to 3700 gyms, health clubs and leisure centres across the UK



Online Health Portal

Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



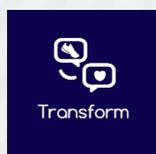
STAFF WELLBEING & BENEFITS



Video or phone consultation with a GP at a time that suits you



Legal money advice, or personal support and guidance, our Employee Assistance Helpline is here for you.



Transform brings together a carefully created suite of Wellbeing tools, including hundreds of workout classes, motivational messages, mental health support, healthy recipes, tools for a better night's sleep and stress management techniques.



Free on-site parking at all school locations.



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