



Midday Assistant

7.5 hours per week

Commencing as soon as possible following successful DBS / references etc

Permanent position

The Acorns Primary & Nursery School Recruitment Pack



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Welcome

Dear Applicant,

Thank you for your interest in the Midday Assistant vacancy at The Acorns Primary & Nursery School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team as soon as possible.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what The Acorns Primary & Nursery School and the Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mrs H Broom
Headteacher
The Acorns Primary & Nursery School



The Acorns Primary & Nursery School

Mission: Be The Best You Can be
Vision: Providing A World-Class Start to Life
Values: Mutual Respect, Equity, Inclusivity and Love

The Acorns Primary and Nursery School is a larger-than average sized school in Ellesmere Port, catering for 375 pupils aged between 2 and 11 years old. Our pupils come from a wide range of backgrounds, but most live within a close proximity to the school. We have much higher-than-average number of pupils eligible for Pupil Premium and also in receipt of EHCPs. We are a trauma-informed school with a Relationship Policy based upon restorative practice.

We are a Rights Respecting School where everyone is welcome – we have No Outsiders. We equip our pupils with the skills and knowledge they need to become positive, global citizens. During their time here, children develop into intrinsically motivated, life-long learners: they understand the value of working hard and they aspire to achieve.

The values of tolerance, individual liberty, democracy, mutual respect and the rule of law are embedded in all that we teach, and the way in which we run our school. We value, respect and celebrate all achievements, both within and outside of school and encourage parents, families and the community to join us in doing so. We work hard to ensure that our pupils experience a range of enrichment activities to engage and inspire them, creating memories for life and a thirst for adventure.

From a wonderful start in our Nursery, our 2-year-old children settle quickly into our community and are nurtured as individuals, swiftly building positive relationships with both the staff and their peers. This continues for the 9 years they are with us. We believe community is at the heart of the work we do and have close relationships with many agencies, ensuring that our families have their holistic needs met.

Throughout their time at The Acorns, we instil the characteristics of effective learning. These allow our pupils to develop into confident, resilient and independent adults, prepared to succeed in the modern world. Our pupils leave us with a strong moral compass, comfortable in their own skin, and knowing their own minds. They are brimming with self-belief and self-worth and are capable of being in respectful, trusting relationships with others in their community.



The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

Currently the RLT family comprises nine schools: three high schools, an all-through alternative provision academy and five primary schools. Together we share a set of common values:

- Respect
- Kindness
- Integrity

Our strategic aim is to provide a world class education by:

- Attracting, developing and retaining people
- Embodying the values of the Trust
- Expanding our reach
- Optimising resources

The Trust in Numbers:

- 4250+ students
- 9 schools
- 10 sites
- 675+ employees
- 5 local authorities
- £37,000,000 annual budget
- 80+ governors



Job Description

Midday Assistant

Location:	The Acorns Primary & Nursery School, Pooltown Road, Ellesmere Port Cheshire, CH65 7ED
Salary:	Grade 2, SCP2 – £4,031 per year
Working pattern:	7.5 hours per week, term time only

Basic Job Purpose

To supervise pupils during the lunchtime period, ensuring their safety and well-being both in the dining area and during playground activities.

Main Responsibilities

1. Ensure the safety of pupils during lunchtime, considering their age, disability, and behaviour.
2. Arrange age-appropriate activities and model appropriate game playing.
3. Apply the school relationship policy, referring serious issues to teachers or managers.
4. Refer medical incidents to staff with First Aid qualifications.
5. Refer emergencies to senior staff members.

**Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher / Governing body from time to time, up to or at a level consistent with the main responsibilities of the job.

Ensuring the safety of pupils:

- Supervise pupils during the lunchtime period, both in the dining area and playground.
- Take into account pupil's ages, disabilities and behaviours to ensure their safety

Arranging activities:

- Organise age-appropriate activities for the pupils
- Model appropriate game playing to engage pupils in constructive play

Applying school policies:

- Implement the school relationship policy during lunchtime
- Refer serious issues to teachers/SLT for further action

Handling medical incidents:

- Refer any medical incidents to staff who have first aid qualifications
- Ensure prompt and appropriate responses to any health-related issues

Emergency response:

- Refer emergencies to senior staff members
- Act swiftly and appropriately in case of emergencies to ensure pupil safety



Supervision and coordination:

- Supervise newly appointed Midday Assistants
- Provide guidance and support to ensure effective supervision of pupils

Maintaining records:

- Maintain and update the school medical record book daily
- Ensure accurate documentation of any incidents or health issues

Checking school equipment:

- Conduct visual checks on school equipment such as tables and chairs
- Ensure recreation equipment is assembled and disassembled each day
- Report any faults or issues with equipment

Patrolling school grounds:

- Patrol the school grounds during lunch to monitor pupil behaviour and safety
- Redirect pupils' activities indoors during bad weather

Responding to incidents:

- Address incidents of misbehaviour, bullying, violence, accidents and ill health
- Ensure the safety and wellbeing of all pupils during these incidents



Person Specification

	Essential / Desirable
Qualifications	
GCSE English and Maths Grade 9-4 (A* - C)	D
First aid training or qualification	D
Willingness to take part in relevant training and development opportunities	E
Knowledge and Experience	
Experience of working with and/or caring for children in an educational setting	D
Experience of working effectively within a team environment	E
Experience of building effective working relationships with colleagues	E
Technical Skills and Abilities	
Awareness and basic understanding of school curriculum	E
Ability to be on feet throughout the shift and handle physical tasks such as lifting and carrying	E
Ability to use own initiative when responding to issues that arise at lunchtime	E
Ability to relate well to children and to adults	E
Ability to work constructively as part of a team	E
Personal Characteristics	
Ability to promote a positive ethos and role model positive attributes.	E
Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners	E
Good organising and prioritising skills	E
Being dependable and consistent in supervising and ensuring the safety of pupils during lunchtime.	E
Understanding and being sensitive to the needs and feelings of pupils, providing comfort and reassurance when needed.	E
Willingness to adapt to changing situations and needs, such as redirecting activities during bad weather.	E



How to Apply

Please submit an application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to Patricia Leadley, sbm@acornswitley.co.uk

Alternatively, send a hard copy to:

Mrs H Broom
The Acorns Primary & Nursery School
Pooltown Road
Ellesmere Port
Cheshire
CH65 7ED

Closing Date: 9am on Monday 6th January 2025.

Interview Date: Tuesday 7th January 2025.

The Acorns Primary & Nursery School and The Rowan Learning Trust are committed to safeguarding, to promoting the welfare of our children and adhering to the Equality Act 2010 and expects all staff to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996, all prospective employees will be required to supply evidence of eligibility to work in the UK.

We will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Acorns Primary & Nursery School is an equal opportunities employer.

The Rowan Learning Trust

Registered Office: Oltec House, 18 Beecham Court, Goose Green, Wigan, WN3 6PR

Company Number 8010464

