



### Staff Vacancy Details

**Midday Assistant (Primary):** 1.25hrs per day (11.45am to 1.00pm)  
6.25hrs a week Term Time Only

**Location:** Warmingham CE Primary School, School Lane, Warmingham, Sandbach, CW11 3QN

**School:** Warmingham CE Primary School  
**Head Teacher:** Kate Appleby  
**Address:** School Lane, Warmingham, Sandbach, CW11 3QN  
**Telephone Number:** 01270 526260

**School Website Address:** <http://www.warminghamce.cheshire.sch.uk/>

**Position Advertised:** Midday Assistant  
**Salary:** £11.59 per hour

**Applications to be obtained from:** <http://www.rcsat.cheshire.sch.uk/page/vacancies/36322>

**Applications to be returned to:** [resources@RCSAT.cheshire.sch.uk](mailto:resources@RCSAT.cheshire.sch.uk)  
RSCAT Head Office, C/o Bunbury Aldersey CE Primary School,  
School Lane, Bunbury, Cheshire, CW6 9NR

A Midday Assistant post is available from Tuesday 3<sup>rd</sup> September 2024 at Warmingham CE Primary School.

The Directors of the Rural Church Schools Academy Trust (RCSAT) are seeking to employ a reliable and effective Midday Assistant. The successful candidate will join a committed, professional and hardworking lunchtime team who put the needs of our children first. For more detailed information of the expectations, roles and responsibilities of a Midday Assistant at Warmingham CE Primary School please refer to the person specification and job description attached.

Warmingham CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. There is a strong Christian ethos and solid links exist between the school, Church and the community. The offer of employment is subject to satisfactory References, Health, Right to Work in the UK, an enhanced DBS check and a Declaration that neither they nor anyone who lives in the same household is a disqualified person under the Childcare (Disqualification) Regulations 2009.

Shortlisted applicants will be invited into to school for short interview.



## **JOB DESCRIPTION**

### **MIDDAY ASSISTANT**

<b>POST:</b>	Midday Assistant
<b>SCHOOL:</b>	Warmingham CE Primary School
<b>HOURS:</b>	1.25 hrs per day (11.45am to 1pm ) 6.25 hrs per week
<b>ACCOUNTABLE TO:</b>	The Principal and Governing Body
<b>JOB PURPOSE:</b>	The job holder is responsible for ensuring supervision of all pupils during the lunchtime period both in the dining area and during playground activities.

#### **PRINCIPAL RESPONSIBILITIES**

- 1 Ensures the safety of pupils during the lunchtime period; taking into account pupil ages, disability and behaviour.
- 2 Arranges age-appropriate activities for pupils during inclement weather.
- 3 Cleaning of tables, doors and surfaces.
- 4 Ensures application of the school behaviour policy during this period, referring serious issues to the Midday Supervisor where applicable.
- 5 Refers to senior members of staff on duty in cases of emergency; or, if unable to contact staff, call for the public emergency services by dialling 999.

Notwithstanding the detail in this job description, in accordance with the School's/RCSAT Flexibility Policy the job holder will undertake such work as may be determined by the Principal/ Head Teacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

#### **Working Relationships**

- Achieve constructive working relationships with all staff.
- Liaise effectively with colleagues to ensure the successful movement of pupils through the school.

#### **Other Professional Requirements**

- Take responsibility for one's own professional development including knowledge of school policies and procedures.
- Carry out the duties above and conduct yourself in a professional way.
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually.



## JOB SPECIFICATION

### MIDDAY ASSISTANT

**POST:** Midday Assistant

**SCHOOL:** Warmingham CE Primary School

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	First Aid Qualification	N/a	Certification
Experience	Previous experience as Midday Assistant or working with children	N/a	Applications/Interview
Job Related Knowledge	Previous experience as Midday Assistant or working with children	Willingness to undertake job related training including a First Aid qualification	Interview
Skills & Aptitudes	A keen learner	<p>Ability to work as part of a team</p> <p>Ability to work with children in a calm manner</p> <p>Willingness to undertake training</p> <p>Ability to organise appropriate activities in and out of doors</p> <p>Ability to use own initiative</p> <p>Remain calm in an emergency</p>	Interview
Other Requirements	None	<p>Positive attitude</p> <p>Friendly</p> <p>Sense of humour</p> <p>Enjoys working with children</p>	Interview



		Team play	
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