



Vacancy Position

Midday Assistant – Fixed Term for 1
Year until 31 August 2026



West Leigh Junior School

Location

West Leigh Junior School, Ronald Hill Grove, Leigh-on-Sea, Essex, SS9 2JB

Salary

Level 3 Points 3 to 5 £24,027 to £24,790 pro-rata (£3,897 to £4,021 actual salary)

Hours of work

7 hours and 5 mins per week (7.08 hours), 11:50am to 1.15pm, Monday to Friday, term time only

Start Date

2nd September 2025

About the Role

Portico Academy Trust aspires to be at the heart of the local communities it serves. We aim to deliver to local families an excellent primary education and create new opportunities for our pupils. To support the development of our team at West Leigh Junior School, we are seeking to appoint a Midday Assistant to join us on our ongoing journey for continued school improvement.

The main scope of the job will be:

- To treat all children with respect, trust, kindness and honesty.
- To work within a well-established and respected team.
- To maintain the safety, welfare and good conduct of the pupils during the midday break.
- To uphold the schools' behaviour expectations for maintaining good order.
- To provide pastoral care and guidance.
- To lead games and activities with the children.
- To develop a varied programme of activities as part of the lunchtime play.
- To organise and oversee the operation of the lunchtime play.
- To ensure that all equipment and areas are available, usable and safe.
- To administer basic first aid as required.
- To alert the senior leadership team of any concerns regarding an individual child or group of children.

- To understand and apply school policies in relation to health, safety, safeguarding, welfare and behaviour of pupils.
- To attend relevant training and meetings as required.
- To respect confidentiality at all times.

Information about the School

West Leigh Junior School is part of Portico Academy Trust.

Portico Academy Trust aspires to be at the heart of the local communities it serves. We aim to deliver to local families an excellent primary education and create new opportunities for our pupils.

Set in the heart of the community, West Leigh Junior School offers a welcoming environment that provides a rich curriculum, where children can enjoy learning and where achievement in all aspects of life is celebrated.

Closing Date: Wednesday 9th July

Interviews: Thursday 17th July

For further details or an application pack, please contact Mrs Rebecca Sanderson, Director of HR, Portico Academy Trust, Ronald Hill Grove, Leigh-on-Sea, Essex SS9 2JB

Telephone: 01702 987890

Email: recruitment@porticoacademytrust.co.uk

Please include a cover letter with your application form, commenting on how you feel you meet the person specification criteria and providing an insight into your relevant experience.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check and shortlisted candidates should be aware that the school will consider carrying out online searches as part of the due diligence on short listed candidates.

Application Documents

MDA Application Form

MDA Job Description

MDA Person Specification

Application Email

Email: recruitment@porticoacademytrust.co.uk