



Westbrook Old Hall
PRIMARY SCHOOL



APPLICATION PACK

ACADEMY:	Westbrook Old Hall Primary School
ROLE:	Midday Assistant
START DATE:	September 2024
SALARY:	Actual Salary £3,152 – £3,204 (FTE £22,366 - £22,737)
GRADE:	Grade 2, Point 2 - 3
CONTRACT:	Permanent
HOURS:	6.25 hours per week (Term Time only)



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MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

Dear Applicant,

We are delighted that you are considering applying for a role at Westbrook Old Hall Primary School, part of Omega Multi-Academy Trust. Your interest comes at an important and exciting time in the development of the trust and the implementation of our new three-year strategic plan. Our mission and aims sit at the heart of our strategy; to provide the best school experience possible for every child, and to be the best employer we can be.

Omega Multi-Academy Trust is a cross-phase group of six schools serving the metropolitan Borough of Warrington and the City of Liverpool. Our schools are firmly rooted in their communities and respond to their needs with local understanding and knowledge, 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 that arises to embrace the sharing of best practice, celebrating our many strengths whilst learning together from our mistakes.

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 staff who have welcomed our new strategic vision so enthusiastically. The strategic plan, as well as having a necessary focus on school improvement as standard, includes a focus on you, the people who help and support our children and young people to stay safe and 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. In the last 12 months we have achieved:

- Extremely positive outcome from Ofsted's recent Summary Evaluation of our Trust, commenting on our rigorous approach to staff development, our development of leaders and our strong commitment to staff wellbeing. Inspectors commented that our offer makes Omega Multi-Academy Trust an attractive employer.
- Strong outcomes in each of our schools Ofsted Inspections.
- Strong outcomes in Early Years, Key Stage 1 and Key Stage 2.
- Strong or improving outcomes in both Post-16 and GCSE examination cohorts at our two Secondary Schools.

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.

Yours faithfully,



Mr Christian Wilcocks
CEO Omega Multi-Academy Trust



MESSAGE FROM THE HEADTEACHER

I am incredibly proud to be the Headteacher of Westbrook Old Hall Primary School and especially of the fact that we are a family, who works together, cares for each other and supports each other.

We consider our school to be a very special place to be – a place of learning that's calm and friendly, a place where every child is fully supported to achieve success academically, emotionally and socially. Our children are encouraged to be polite, motivated and happy individuals and this is promoted via an ambitious, challenging and fun curriculum.

At Westbrook Old Hall Primary, our children are at the centre of everything we do and our excellent, dedicated teaching team continuously strive to ensure that each and every child achieves their goals, so that by the time they leave us for high school they are fully prepared for the next stage in their learning journey.

Westbrook Old Hall Primary is one of six schools who are part of 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; this support and collaboration is invaluable

In joining 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, working with our colleagues, parents and the wider community and are passionate about all pupils achieving their true potential then a role at Westbrook Old Hall Primary School is a wonderful opportunity.

If you are considering applying, please feel free to have a look through our website, watch the school tour and hear more about us from members of staff.

Yours faithfully,



Mary Lythall-Brennan
Headteacher

JOB DESCRIPTION



Academy:	Westbrook Old Hall Primary School
Job Title:	Midday Assistant (6.25 Hours per week - Term Time Only)
Grade:	Grade 2, Point 2 - 3
Accountable to:	Headteacher/Deputy Headteacher

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

PURPOSE

To supervise children at lunch time, working under the direction of Headteacher

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
- Follow the direction of the Headteacher/Deputy 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: Westbrook Old Hall 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.

PRE-EMPLOYMENT CHECKS

E	Positive recommendation from all referees, including current employer	R
E	DBS Clearance post appointment	N/A

QUALIFICATIONS

D	First Aid Qualification	A
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PERSONAL QUALITIES AND 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
E	Good health and attendance record	A/I
E	Sense of humour and a positive outlook	A/I

EXPERIENCE

D	Experience of working with children	A/I
D	Experience of working successfully in a team	A/I



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:

- If you would like to discuss this role further please contact office@wohp.omegamat.co.uk with your request.
- 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. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible). There must be no unexplained gaps in your career history.
- 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 Westbrook Old Hall Primary School CVs cannot be accepted.
- The 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
- 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, 5th July 2024 at 12:00pm

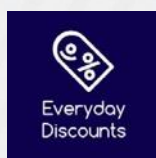
Start date: September 2024



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. There is 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.



Octopus Electric Vehicles

An offer to purchase an electric car by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.

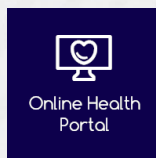


Health Club Membership

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



STAFF WELLBEING & BENEFITS



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.



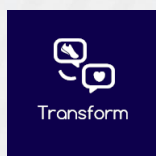
Online GP

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



Employee Assistance Programme

Legal, money advice and personal support and guidance.



Transform

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.



Westbrook Old Hall
PRIMARY SCHOOL

Westbrook Old Hall Primary School

Old Hall Road,

Warrington,

WA5 9QA

Telephone: 01925 415544

Email: office@wohp.omegamat.co.uk

www.westbrookoldhall.co.uk

Omega Multi-Academy Trust

Lingley Green Avenue,

Warrington,

WA5 3ZJ

Telephone: 01925 988330

Email: enquiries@omegamat.co.uk

www.omegamat.co.uk