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**ATTLEBOROUGH JOB DESCRIPTION**

**Midday Supervisory Assistant**

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| **Line Manager’s job title:** | Assistant Headteacher |
| **Salary:** | Points 1 - 2 of the Support Staff Scale  **FTE** £24,413 per annum  **Pro rata** £4,220 per annum, including an allowance for holiday pay |
| **Tenure:** | Permanent |
| **Contract type:** | Term Time Only |
| **Hours per week:** | 7.50 hours per week |

**THE POST**

**Attleborough Primary School** is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 13 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the

ability to communicate and interact effectively with others as part of our school as a

Midday Supervisory Assistant.

We are looking to appoint a Midday Supervisory Assistant who is self-motivated, with a calm and friendly manner, enthusiastic, reliable, hardworking and able to work with initiative and flexibility to join our school team.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week’s prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

The professional competencies expected of a Midday Supervisory Assistant are:

* The ability to communicate clearly and tactfully using appropriate methods and

an awareness of the impact of your own communication on others;

* Able to maintain positive relationships with all and able to work as an effective and

flexible part of a team; willing to change methods of work and routines to benefit

the team;

* Be able to multi-task and work under pressure;
* Be flexible and resilient in managing and executing their daily responsibilities;
* Able to demonstrate strong planning and organisational skills;
* Willingness to accept responsibility for your own actions;
* The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of a Midday Supervisory Assistant are:

* A minimum of a grade C / 4, or equivalent, in English and Maths GCSE. (all roles except cleaners, catering staff & exam invigilators).

**JOB SPECIFICATION**

**General Responsibilities**

The Midday Supervisory Assistant is responsible for setting up and cleaning away the dining hall, supervising children in the dining hall and ensuring the wellbeing of children during lunchtimes. Also adherence with school procedures while in the dining hall. Previous experience preferred but not essential as training will be given.

**Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

* Supervise children in all areas of the school, including the dining room, play areas and classrooms as directed by the Headteacher in order to ensure the safety and good behaviour of the children;
* Supervise the children during the meal to ensure that a good atmosphere is maintained;
* Encourage good eating habits and assist younger children where necessary;
* Maintain good order at all times to ensure that school standards are adhered to;
* Assist generally in the dining area, e.g. Wiping up spillages to ensure a safe and ordered environment is maintained at all times;
* Supervise the movement of children to and from the dining room in order to ensure the safety and well-being of the pupils;
* Set up and clear away the tables and chairs in the dining room;
* Support children in their play;
* Follow the school procedures when dealing with poor behaviour or friendship difficulties;
* Inform the class teacher of significant issues which have arisen at lunchtime, recording any significant issues in the class record files or on special forms for particular children;
* Refer any concerns regarding the safeguarding of children to the designated person or alternate;
* Deal with first aid on the playground wherever possible or bring the child into the medical room to attend to if more severe. Complete the written record forms and pass onto the class teacher and office;
* Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust’s programme of Performance Management and Continuing Professional Development.

**HOURS OF WORK**

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| Paid Weeks per year | Term Time only (normally 38 weeks) |
| Hours per week | 7.50 hours per week |
| Normal working Pattern | Monday - Friday  11:45-13:15 |
| Unpaid Breaks | 30 minutes lunch break where the working day exceeds 6 hours |
| Holidays | Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time. |
| Annual leave entitlement | Annual holiday entitlement for full-time support staff will be 33 days (including bank holidays), rising to 37 days after 5 years’ service.  Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week. |
| CPD Days | CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet. |

**REMUNERATION**

* Points 1-2 of the Support Staff Salary Scale
* FTE Salary: £24,413 per annum
* **Pro rata salary: £4,220 per annum**

The post-holder will be auto enrolled to join the Trust’s nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at approximately **21.30%** (please note this rate is subject to change), and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

**MID-YEAR ADJUSMENTS – TERM TIME/TERM TIME PLUS**

Salary payments are averaged out over the 12 months of the Academic Year. If you

begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that

employees are only paid for work they will do over the remaining months of the Academic

Year. This is worked out based on working days of the term time calendar not an equal

division of full months to be worked.

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

**PRE-EMPLOYMENT CHECKS**

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.