



## **Midday Assistant Application Pack**

### **Swineshead St Mary's Primary School**

**8 hours per week**

**Monday 11.30am – 1pm**  
**Tuesday 11.30am – 1pm**  
**Wednesday 11.30am – 1pm**  
**Thursday 11.30am – 1pm**  
**Friday 11.30am – 1.30pm**

38 term time weeks plus training when necessary for which overtime will be paid

**Salary: G2 scp 3-6**

**Starting pay £9.59 per hour plus holiday pay**

**1 post - Swineshead St Mary's Primary School**

**The Emmaus Federation**

**St Mary's CE Primary School, Abbey Road, Swineshead, Nr Boston,  
Lincolnshire, PE20 3EN  
Tel 01205 820356  
[enquiries@swineshead.lincs.sch.uk](mailto:enquiries@swineshead.lincs.sch.uk)**

**Fourfields CE Primary School, Park Avenue, Sutterton, Nr Boston,  
Lincolnshire, PE20 2JN  
Tel 01205 460547**

**[enquiries@suttertonswinesheadfederation.co.uk](mailto:enquiries@suttertonswinesheadfederation.co.uk)**

## **What do we value?**

Everyone in school is committed to doing their best, as educational and pastoral professionals, for each and every child. To do this we try to ensure that our school is colourful, exciting and welcoming to all who enter it where children and adults feel secure and confident enough to experiment and take risks, whilst always striving for excellence.

We know that each of our children comes to school with different experiences, knowledge and skills and that each has different learning needs and preferred ways of learning. We therefore aim to match our provision to the needs of each child.

We seek to not only provide an environment which promotes achievement in learning but also one of warmth, security and care, valuing each member of the school community and working to encourage the realisation of each individual's potential.

We celebrate all achievement whether big or small and challenge our children (and ourselves) to improve even more. We encourage a 'can do' culture, a thirst for life-long learning and a pride in each other's skills and attributes

All children need to be cherished, protected and nurtured. Our mission is to help them to be the best that they can be in a safe and caring learning environment where respect, responsibility and co-operation are valued.

## **Contents**

Foreword from the Executive Head Teacher

How to apply for the post of Midday Assistant

Job Description

Application Form (separate attachment)

Dear Applicant,

We would like to send you a warm welcome and thank you for taking an interest in the post of Midday Assistant at our school. We are proud of our children, they work hard, are a pleasure to teach and are well behaved.

We are part of a Federation and we have an Executive Head Teacher, a Head of School and Key Stage phase Leaders. Both of our schools are church schools.

We are lucky to have lovely school grounds. We are looking for a new midday assistant to work during term time. The job involves serving food, helping in the lunch hall, cleaning up, supervising playtimes on the playground or inside during wet play and administering first aid once appropriately trained, as well as upholding good behaviour.

Previous experience of working with children or in a food environment is beneficial but not essential as full training will be given. We would like our new midday assistant to be friendly, have a good sense of humour and work well in our team.

If you need further information please contact the school office in 01205 820356.

Yours sincerely

Mrs C Collett  
Executive Head Teacher

## How to apply for the post of Midday Assistant

- Your application form must be fully completed with any gaps in education or employment fully explained.
- Please ensure that your supporting statement provides information detailing your experience, skills, and knowledge and how this relates to the role
- Deadline for receipt of applications is 9am on Friday 1<sup>st</sup> July 2022
- Interview date to be confirmed.
- The post is to start as soon as possible, subject to satisfactory references, a health assessment questionnaire and an enhanced DBS check.

Please return your completed application form to:

Mrs E Woods  
School Business Manager  
Swineshead St Mary's Primary School  
Abbey Road  
Swineshead  
Boston  
PE20 3EN

Applications by email will be accepted. We advise that you request a confirmation email. If you don't receive this email please ring us to confirm receipt of your application.

[emma.woods@suttertonswinesheadfederation.co.uk](mailto:emma.woods@suttertonswinesheadfederation.co.uk)

**LINCOLNSHIRE COUNTY COUNCIL**  
**JOB TITLE: Midday Supervisory Assistant**  
**JEM Number 01-102**

**GRADE: G2 scp 3-6**

**REPORTS TO: Headteacher/Midday Controller (or other designated person)**

**1. PURPOSE OF JOB:**

To be responsible to the Headteacher, through the line manager, or other designated person, for the supervision of children during the midday break.

**2. MAIN RESPONSIBILITIES, TASKS & DUTIES**

- Supervise children during the meal, in the playground, classrooms, corridors, cloakrooms, toilets, etc and escort children between premises where necessary.
- Where applicable may also be required to prepare rooms for dining, including setting out tables and chairs or desks covers, as appropriate.
- Distribute meals and serve water where required.
- Clear tables and collect rubbish, wash and stack away tables, chairs, water jugs and covers and clean dining area as required.

**3. MANAGEMENT OF PEOPLE/SUPERVISION OF PEOPLE**

- None

**4. CREATIVITY AND INNOVATION**

Work carried out within procedures presenting little opportunity for creativity only within the clearly defined role, e.g. a query from a pupil. Queries of a complex nature may be referred to a line manager.

**5. CONTACTS AND RELATIONSHIPS**

The post holder will have contact with Headteacher, school employees and pupils there may be occasional contact with visitors to the school.

**6. DECISIONS**

**a) Discretion**

Working within clearly defined procedures, generally discretion is made within a range of set alternatives

**b) Consequences**

Child centred and impacts on activities during lunchtime period

**7. RESOURCES**

Little or no responsibility for physical resources e.g. children's personal Possessions

**8. WORK ENVIRONMENT**

**a) Work Demands**

Interruptions are intrinsic to the role but cause no major change to the overall task

**b) Physical Demands**

Possibly moving handling furniture, assisting children to get lunch, cutlery, plates etc.

**c) Working Conditions**

Subject to a moderate amount of noise that is generally expected when working

with a number of children. Carry out personal care and hygiene duties. Work in normal school environment sometimes in school grounds.

d) **Work Context**

The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.

**9. KNOWLEDGE AND SKILLS**

No formal qualifications required. Demonstrable experience of appropriate interaction with children.

**GENERAL**

**Job Evaluation** - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

**Equal Opportunities** - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.

**Health and Safety** - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.**