

**St Augustine’s Catholic Primary School and Nursery**

**Midday Assistant**

| **Job Title** | Midday Assistant |
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| **Location** | St Augustine’s Catholic Primary School and Nursery |
| **Responsible To** | Headteacher |
| **Salary Grade**  **Contract**  **Start Date**  **Closing Date for Applications** | Band B, scale point 3 £22,737 FTE, (£2,670 actual)  This is a part-time, permanent contract, 5 hours per week, 38 weeks per year (term time only, holidays to be taken in non-term time).  As soon as possible  Friday 16th February 2024 at 12.00pm |

The Governors of St Augustine’s Catholic Primary School and Nursery would like to appoint a caring, committed and vigilant Midday Assistant to supervise pupils during the lunch time period and to ensure their welfare and safety. Duties will include supervision, support, engaging with children and the cleaning of the lunch hall, as well as other duties as directed by the Head of School.

At St. Augustine’s we aim for high standards in everything we do. We believe our school is warm, welcoming and inclusive; a place where all children are supported and encouraged to love learning and to develop their skills and talents. We foster an environment of love and forgiveness and encourage all our children to be the best that they can be. We are confident that the years spent by your child at St. Augustine’s will be happy and successful and that they will be equipped with the skills and knowledge that will enable them to meet new challenges with confidence.

The Midday Assistant must:

* Be kind and caring and committed to promoting a love of learning.
* Be committed to living up to our school vision of excellence.
* Possess sound common sense and good communication skills.
* Have the ability to work and communicate with children, particularly supporting our youngest with the lunch time routines.
* Work well as part of a team.

**Key Responsibilities**

* Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
* To undertake the general supervision of pupils during the service of meals and to maintain an adequate standard of table manners and eating habits.
* To provide adequate training in the use of cutlery.
* To provide welfare and supervision of all pupils before or after the meal and in the playground, hall, corridors and classrooms as instructed by the senior member of classroom staff.
* The organisation and management of large numbers of pupils.
* To supervise classes of children inside school during wet lunchtimes.
* To maintain discipline during the lunch break and to promote adherence to the School’s Behaviour and Anti Bullying Policies.

In line with Keeping Children Safe in Education, Holy Family Multi Academy Trust will undertake general online searches for all shortlisted candidates, this may include social media and video platforms such as Facebook, Twitter, Instagram, Tik Tok and You Tube. Online searches will only examine data that is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process. To assist in this part of the process we would appreciate it if you would complete the attached Social Media form and return it with your application.

All applicants will be considered on the basis of suitability for the post regardless of sex, race or disability. All applicants invited to interview must evidence their right to work in the UK.

The Trust is committed to equal employment opportunities regardless of age, disability, marital status, race (including colour, nationality, ethnic or national origin), religion or belief, sex, sexual orientation, gender reassignment or pregnancy/maternity.

To apply for this position, please send a covering letter, a completed application form and the completed recruitment documents attached to the vacancy listing to recruitment@hfcmat.com. Applications should be marked for the attention of Mr John Marciniak, Interim Headteacher.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.***