



**Holy Family Multi Academy Trust
Formation Inspiration Transformation**

Midday Supervisor

Salary Scale:	Band B, Scp 2-3 £3,788.45-£3,864.36 (actual)
Contract:	Part-time, Fixed Term until 31/12/2022, 8.75 hours a week, 38 weeks a year (term time only)
Start date:	As soon as possible
Closing date for applications:	Wednesday 25 th May at 12 noon

St John Plessington Catholic College would like to invite applications from excellent, enthusiastic and engaging individuals for the post of Midday Assistant. This post will be based at St John Plessington Catholic College.

The successful candidate will supervise and secure the safety and welfare of students during lunch break, supervise the students in the dining hall, corridors and school yard to reinforce acceptable behaviour, maintain discipline to ensure students line up in an orderly manner when waiting to access the canteen and maintain the cleanliness of the Dining Hall and surrounding areas.

We offer:

- A unique opportunity to work for a MAT which is one of 87 national teaching school hubs and includes the lead school for Cheshire and Wirral Maths Hub
- Mentoring and high level training
- Encouragement to develop your career with excellent promotion opportunities and opportunities to engage in system leadership
- A caring environment with well-being and work/life balance at its core.
- Inclusion in whole school and MAT teams – working together to achieve ambitious outcomes whilst valuing every individual's contribution

Our Vision:

Formation. Inspiration. Transformation.

Our Mission

To develop individual excellence, embrace opportunities and build strong communities with Gospel Values at the heart.

Our Values

Respect. Innovation. Courage. Trust.

St John Plessington Catholic College Voluntary Academy is an outstanding and oversubscribed 11-18 College. In 2018 the College again achieved a SSAT Award for "Exceptional student KS4 attainment" in recognition of being in the top 20% of schools nationally. It is the lead school in the Inspire Learning Teaching School Hub.

Partnership is important to us, as we know the difference working together can make. Rooted in respect for each other, we strive to create the best opportunities for our schools to thrive in all aspects of their work.

To apply please send a completed CES application form (attached to this post) and covering letter, for the attention of Ms M Sharrat, Headteacher, to recruitment@hfcmat.com.

Job Description

Job Title:	Midday Assistant
Location	St John Plessington Catholic College
Responsible To:	Site Manager
Salary Grade:	Band B, Scp 2-3 £3,788.45-£3,864.36 (actual)
Contract:	Part-time, Fixed Term until 31/12/2022, 8.75 hours a week, 38 weeks a year (term time only)

Key Purpose of Job

GENERAL PURPOSE OF THE JOB

- Supervise and secure the safety and welfare of students during lunch break
- Supervise the students in the dining hall, corridors and school yard to reinforce acceptable behaviour

Specific Responsibilities of the post Include:

- Supervise students in and out of the building, ensuring that their behaviour is of an acceptable standard
- Maintain discipline to ensure students line up in an orderly manner when waiting to access the canteen
- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding students
- Encourage students to dispose of their litter in an appropriate manner
- Pick litter to ensure the site remains tidy

Specific Responsibilities as a member of staff:

- Be punctual for duty
- Committed to team work within the Trust
- Be proactive in terms of furthering knowledge and skills
- Ensure that the safety and welfare of all students is given priority at all times
- Pay due regard to Health & Safety in respect of all members of the Trust and report matters which compromise this to Line Manager

Supervision / Line Management Responsibilities of the post

- N/A

Working Environment & Conditions of the post

Normal environment

Other Duties

- a) To undertake additional duties as required, commensurate with the level of the job.
- b) To contribute to the effective working of the HFCMAT.
- c) Maintain positive, professional relationships with students, parents / carers and teachers.
- d) To participate in induction training, staff review processes and professional development opportunities
- e) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- f) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and School vehicles.
- g) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled.
- h) The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures.
- i) The post-holder must comply with the Trust/School's Health and Safety requirements specifically for the school they are based
- j) The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post

Person Specification

Education, Training and Work Qualifications

- None required

Knowledge & Skills

- Good interpersonal and communication skills
- Ability to encourage high standards of behaviour

Special Requirements

- Confidentiality
- A team player
- Reliability
- Prepared to be flexible in supporting the Academy
- Have a sense of humour and a positive attitude
- Enhanced DBS required

Relevant Experience

- Previous experience of working in a school environment

Other Requirements

- Ability to comply with HFCMAT policies e.g. Safeguarding, Equality & Diversity, Health & Safety.
- Able to work as part of a team; be adaptable and supportive of colleagues.
- Ability to interact with learners sensitively and flexibly

PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications		
No specific educational qualifications are required		
Experience		
Experience of general cleaning activities		✓
Experience of working in a canteen environment		✓
Knowledge and Understanding		
Knowledge of Health and Safety Issues (General and Control of Substances Hazardous to Health (COSHH)		✓
Skills and Attributes		
Able to undertake a range of manual cleaning and midday duties	✓	
Ability to maintain high standards of cleanliness in dining areas	✓	
Ability to work in an organised and methodical manner	✓	
Ability to able to use own initiative	✓	
Ability to work effectively and supportively as a member of the school team	✓	
Ability to take personal responsibility for standard of work carried out	✓	
Ability to work with a range of pupils and staff	✓	
Personal Qualities		
Clean and smart appearance	✓	
Other		
Willingness to work flexible hours on occasions	✓	
Willingness to maintain confidentiality on all school matters	✓	
Willing to undertake training course that are relevant to the duties of the post or are required for Health and Safety reasons	✓	

SIGNATURES:

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Employee)

Dated
(Employee)

Signed
(Headteacher)

Dated
(Headteacher)