

# ST MICHAELS COMMUNITY ACADEMY



## JOB DESCRIPTION

### Position: Midday Activity Assistant

<b>Dates:</b>	<b>24.10.2018</b>
<b>Grade:</b>	<b>Level 2</b>
<b>Salary:</b>	<b>Meets Living Wage</b>
<b>Location:</b>	<b>St Michael's Community Academy</b>
<b>Contract Type:</b>	<b>Temporary</b>
<b>Contract Term:</b>	<b>Support Staff Part Time</b>
<b>Hours/Work patterns if Part Time</b>	<b>6.25hrs per week, Mon – Fri during term time.</b>

### Job Purpose:

The St Bart's Multi-Academy Trust, in partnership with Governors, staff and children are seeking to appoint two Midday Activity Assistant's to work as part of a team monitoring pupil behaviour during the midday break.

### Key Duties / Responsibilities:

Key duties:

1. 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.
2. Report incidents in line with school policy.
3. Assist in the supervision of other activities during the midday break, including setting out and storing equipment
4. Encourage pupils to select and eat healthy balanced meals
5. Clean up spillages of food or liquid during meal service
6. Wipe down tables and clean dining areas between meals
7. Undertake similar work at other times, such as before and after school.
8. Any other duties appropriate to the post.

### We offer:

- The chance to work with staff who are friendly, skilled, willing to learn and love their jobs
- Enthusiastic, happy children
- All equipment and protective clothing necessary for the job will be provided

### Closing date:

Closing date for applications is **Wednesday 7<sup>th</sup> November 2018 at 3pm**

### Interviews:

Interviews will take place on **Friday 9<sup>th</sup> November 2018**

**St Michael's Community Academy** is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.

**St Michael's Community Academy** is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. This post is exempt under the 'Rehabilitation of Young Offenders Act 1974' and the successful applicant will be subject to an enhanced check by the Disclosure and Barring Service (DBS).

Visits to the school are encouraged.

Application packs are available from the school office.

Please contact **Nina Tomkinson on 01270 685685 for further details.**

### Contact Details:

Applications to be returned to:

Mrs Nina Tomkinson  
St Michael's Community Academy,  
Holland Street,  
Crewe,  
CW1 3SL

**Telephone: 01270 685685**

**Email: [admin@smcacademy.co.uk](mailto:admin@smcacademy.co.uk)**