

ST SAVIOUR'S C OF E ACADEMY



JOB DESCRIPTION

Position: Midday Activity Assistant

Dates:	Friday 14th December, 2018
Grade:	Level 2
Salary:	£16,495 – £16,755
Location:	St Saviour's C of E Academy
Contract Type:	Permanent
Contract Term:	Part Time / Term Time Only
Hours/Work patterns if Part Time	Part Time – Term Time Only (12.00pm – 1.00pm)

Job Purpose:

The St Bart's Multi-Academy Trust, in partnership with Governors, staff and children are seeking to appoint a midday assistant.

Key Duties / Responsibilities:

We are looking for someone to work as part of a team monitoring pupil behaviour during the midday break

The successful candidate will have responsibility for –

1. Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of 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 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:

A happy and caring school environment
Well behaved, enthusiastic pupils
The chance to work with staff who are friendly, skilled, willing to learn and love their jobs
A warm and caring ethos

Closing date:

Closing date for applications is **Friday 14th December, 2018**

Interviews:

Interviews will take place on **Wednesday 19th December, 2018**

St Saviour's C of E 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 Saviour's C of E 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 Mrs Karen Lowe on 01782 433300 for further details and to arrange a visit.

Contact Details:

Applications to be returned to:

Example -

Miss Lynn Davis
St Saviour's C of E Academy
Congleton Road
Talke
ST71LW

Telephone: 01782 433300

Email: office@stsaviours.academy