

LONGFORD PRIMARY ACADEMY



JOB DESCRIPTION

Position: Midday Activity Assistants

Dates:	Closing Date 3rd December (Expressions of interest)
Grade:	Level 2
Salary:	£16,495 – £16,755 PA - Pro Rata
Location:	Longford Primary Academy, Cannock
Contract Type:	Temporary (31st August 2018)
Contract Term:	5 hours Per week
Hours/Work – Start Date	Monday – Friday – (from 1st January 2019)

Job Purpose:

The St Bart's Multi-Academy Trust, in partnership with Governors, staff and children are seeking to appoint an Administration Officer

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:

- Enthusiastic, happy children
- The chance to work with staff who are friendly, skilled, willing to learn and love their jobs
- Outstanding CPD opportunities
- Supportive professional environment
- The opportunity to work amongst a pro-active team.

Closing date:

Closing date for applications is **Monday 3rd December 2018**

Interviews:

Interviews will take place from Wednesday 5th December

Longford 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.

Longford 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).

Application packs are available from the school office.

Please contact school office on **01543 227410**

Contact Details:

Applications obtained by contacting the school directly and returned to:

Mrs J Tipper

Longford Primary Academy

Tel: 01543 227410

Email: office@longford.staffs.sch.uk