



*Growing, Learning and Achieving Together*

## **Willow Tree Primary School**

*Executive Headteacher: Miss M Slingsby  
Willow Tree Avenue, Leach Lane, St Helens, WA9 4LZ  
Tel: 01744 678730*

**Post:** Midday Assistant

**Salary:** SCP 2-3 ( FTE = £24,413 to £24,796 – pro rata to hours)

**Hours:** 5 Hours Per Week (Term Time only)

**Working Pattern:** Monday-Friday 12pm – 1pm

**Start Date:** As soon as possible

### **ABOUT THE ROLE**

We are looking for an enthusiastic, self-motivated and reliable person with good communication skills. You will need to be a good team worker with good organisational skills to work as part of a team and alone without supervision. You will be responsible for caring for children during lunch time break in the dining area and the playground. Previous experience is desirable but not essential as training will be provided.

Main Duties will include:

- Supervising the welfare, security and good conduct of children during the midday break enforcing the expected standards of school discipline in line with the behaviour policy.
- Overseeing the dining arrangements, including the hygiene and safety of pupils and the dining area. This will include toileting, hand washing, cleaning spillages, insisting on and modelling good table manners.
- Promoting inclusion and acceptance of all pupils
- Promoting a positive ethos and role model positive attributes, self-esteem and independence.
- Providing pastoral support to pupils
- Administering basic first aid where appropriately trained. This may include recording minor accidents and ensuring that more serious incidents are brought to the attention of the First Aider.
- Working as part of a team, appreciating and supporting the role of other people in the team.
- Undertaking personal development through training and other learning activities.
- Attending and participate in meetings as required including annual safeguarding training
- Being aware of and complying with policies and procedure relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware and supporting equality and equity, by helping to ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

**Note:** Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

Please email: [stmichaelwithstthomas@three-saints.org.uk](mailto:stmichaelwithstthomas@three-saints.org.uk) for an application form.

**Closing Date for applications:** Friday 5<sup>th</sup> September

**Shortlisting:** TBC

**Interviews:** TBC