

WOODFORD COUNTY HIGH SCHOOL FOR GIRLS
High Road, Woodford Green, Essex IG8 9LA
Tel: 020 8504 0611

Email: recruitment@woodford.redbridge.sch.uk
Website: www.woodford.redbridge.sch.uk

Roll 1238 pupils inc. 340 in the Sixth Form
11 – 18 Community Grammar School

MIDDAY ASSISTANT

LBR1c Pt 02 – 03

Salary range: £4,653 - £4,661 per annum (actual salary)

Equivalent to £25,854 – 26,238 per annum

Pay award pending

7.5 hours per week (1.10pm – 2:40pm) Term-time only

Woodford is an energising and rewarding school in which to work and school life here blends the very new with the very traditional. The atmosphere is vibrant, purposeful and very friendly and the school community is strong, cohesive and valued by its members.

Required as soon as possible, we are seeking an outstanding Midday Assistant to act as part of a team to supervise our students during the lunchtime break (in the dining hall and other areas of the school grounds, as well as outside) for one and a half hours per day.

The work of the Midday team depends on all its members taking responsibility for an area of the school, so it is essential that our Midday Assistants are reliable and punctual. Experience is not essential but the ability to deal confidently and calmly with situations that may arise during the lunch period is necessary.

Responsibilities include:

- Supervision of the girls in the Dining Hall, form rooms, grounds and other areas.
- Checking the girls are behaving sensibly
- Awareness of the safety and welfare of the pupils
- Providing help to the girls that need it (e.g., If they feel ill)
- Carrying out other duties (e.g., Ensuring tables are clean etc)

If you are enthusiastic, reliable and punctual and you enjoy working with children and being part of a team, please submit an application form before the closing date.

Further information including a job description is available on the school website www.woodford.redbridge.sch.uk

Applications can be submitted by post or email (recruitment@woodford.redbridge.sch.uk) and must include the completed London Borough of Redbridge application form. **Applications by CV will not be considered.**

*Closing date for applications: **Monday 25th November 2024 (9am)***

Please note, we reserve the right to make an appointment before the closing date

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION: MIDDAY ASSISTANT

Work Location: School based

Job Status: Permanent

Reports to: Midday Supervisor

Salary: LBR1c (SCP 2-3)

Monday to Friday, Term Time Only (44.46 weeks per year) – 7.5 hours a week

Purpose of the Role

To work as part of a team to ensure the supervision of pupils throughout the lunch period whilst also ensuring pupil welfare, good behavioural conduct and health and safety. Midday assistants will patrol the school building and wider grounds (inside and outside) and should comply with policies and procedures relating to safeguarding, confidentiality and health and safety, reporting any concerns observed to an appropriate person, in a timely manner.

The team comprises of one Midday Supervisor who provides full training and ongoing support to a team of 10 Midday Assistants.

Key Tasks:

- To understand and comply with the school's policies and procedures.
- To provide supervision of pupils at lunchtime in the dining hall, form rooms, external school grounds and any other areas of the site as required.
- To ensure pupils are behaving sensibly whilst complying with Health and Safety regulations by minimising the risk of any incidents or accidents where possible.
- To assist in maintaining discipline by dealing with minor matters directly and reporting serious incidents to the relevant person, in line with the school's policies and procedures.
- To assist pupils when required, e.g. if they feel unwell, by following the correct procedures.
- To liaise with support/welfare staff regarding pupils who are causing concern.
- To assist with other duties as required, e.g. ensuring tables and the dining hall are clean at the end of the lunch period.
- To demonstrate sensitivity and deal calmly with pupils at all times
- To communicate positively with colleagues and work as a collaborative team member
- To attend any training (CPD) deemed necessary for your personal development and professional knowledge.
- To have a flexible approach to the role and responsibilities within the team.

PERSON SPECIFICATION

FACTORS	ESSENTIAL	DESIRABLE
Qualifications and Training		<ul style="list-style-type: none"> •Safeguarding Training •Health and Safety Training
Experience	<ul style="list-style-type: none"> • Experience of working with children/teenagers in a school or similar environment 	<ul style="list-style-type: none"> •Experience in a Midday Assistant role
Knowledge and Skills	<ul style="list-style-type: none"> • Effective communication skills with both pupils and adults • Knowledge of how to maintain safe supervision of pupils • Ability to follow instructions accurately • Ability to show initiative and make good judgements when required • Ability to make quick decisions to ensure student safety 	
Personal Characteristics	<ul style="list-style-type: none"> • Punctual, reliable, enthusiastic and hardworking • Flexible attitude towards work • Adaptability and sensitivity • Willingness to support colleagues • Commitment to the safeguarding and welfare of all pupils 	

HEALTH & SAFETY FUNCTIONS

FUNCTION	APPLICABLE TO ROLE
Using display screen equipment	No
Working with children/vulnerable adults	Yes
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift/night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and/or vibration	No
Food handling	No
Exposure to blood/body fluids	No