



Lunchtime & After School Assistant

**YOU  
FUTURE.**

## OUR CEO

Manor MAT is a vibrant community of primary schools across the Black Country and South Staffordshire, united by a shared passion for making a difference. Our motto, **creating futures together**, isn't just a tagline - it's a daily commitment. Whether in the classroom, the staffroom, or our central team, we work collaboratively to shape futures filled with possibility, purpose, and hope. We believe that **great staff create great schools**. That's why we invest deeply in your growth - not just as a professional, but as a person. Whether you're a support staff member exploring a pathway into teaching, a middle leader seeking coaching and development, or an experienced educator ready to take the next step in leadership, Manor MAT offers tailored opportunities to help you flourish. Our culture of collaboration means you'll never walk alone; you'll be part of a network that lifts, learns and leads together.

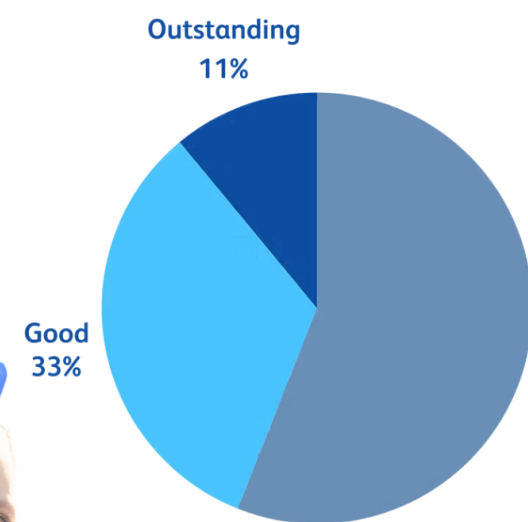
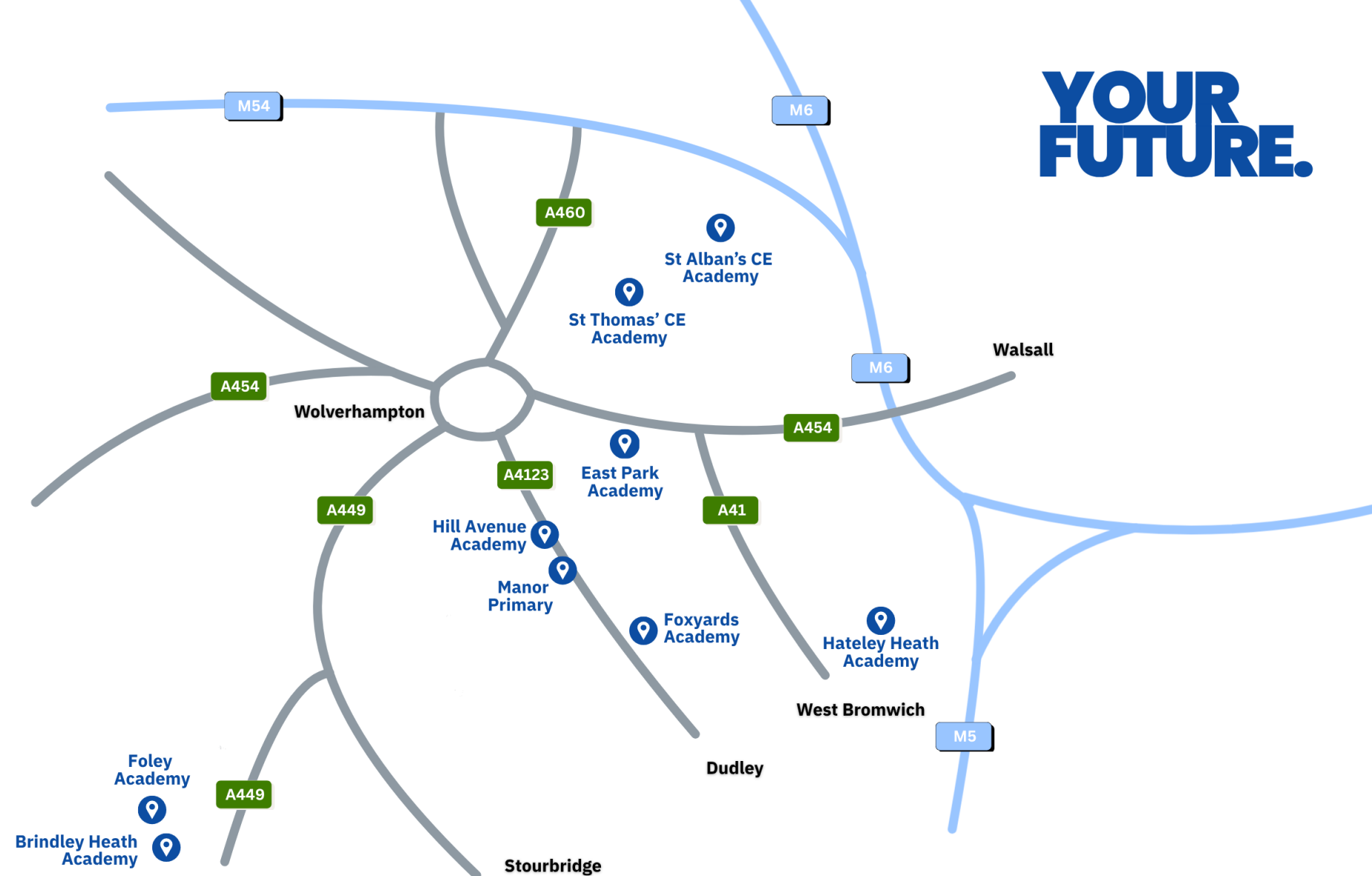
***Welcome to Manor MAT. Let's create futures together.***

*Hayley Guest*

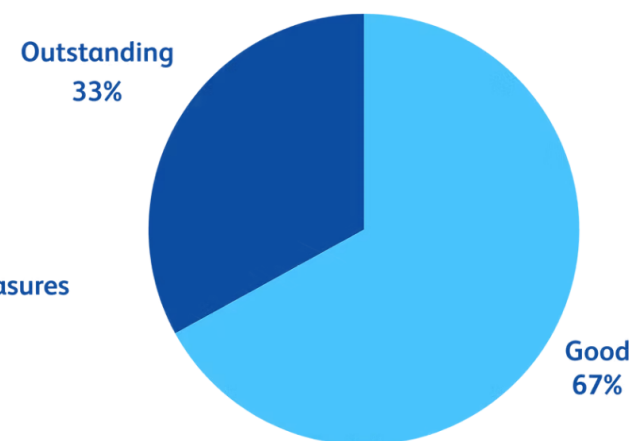
# OUR TRUST

## We began in 2016...

...with the aspiration that every child in our care attends a great school. We have ensured that some of the lowest performing schools in the country, many with significantly above national proportions of pupils eligible for free school meals, have been sustainably transformed in a short space of time.



**Schools before joining  
Manor MAT**



**Manor MAT Schools at  
their first inspection**

We have improved the life chances of thousands of young people, many living in some of the most disadvantaged parts of the country.

**3400**

### Children

We serve over 3400 children and their communities with world-class education and care. They are at the heart of our trust.

**100%**

### Teaching School Hub

All of our students who completed their PGCE with us over the past 3 years successfully gained employment at the end of their programme.

**100%**

### Manor is the place to be

All of our recently recruited staff would recommend Manor as an employer due to the excellent support they receive.

## OUR OFFER



When you join our trust, you're joining a family. And a family cares for one another. That's why we offer our services and extras so you know you are a valued part of our family.



3 of many  
offers from us  
to you



### Our Specialised Central Team

We are committed to providing resource and experience that enhances the learning experience for children, motivates staff and provides unique opportunities for schools and communities. From finance to IT, to Estate management, to HR, we've got it covered.



### MAT Conference and CPD

We invest heavily in your CPD. We have an annual conference at a shared venue with our whole trust family where we share practice, prioritise wellbeing and cast vision for the future. We also have regular CPD opportunities throughout the year.



### Annual Awards Celebration

The MAT Awards celebrate the outstanding achievements and shared successes of our Manor MAT family in a highlight of the year for all of our staff. A chance to reflect on the previous year and celebrate the hard work and dedication of so many.

# YOUR BENEFITS



## LIFESTYLE SAVINGS

Lifestyle savings are built to support every aspect of your daily life. From supermarkets and high street shopping, to utility bills and retailers in your local community. Discover a world of savings.



## MENTAL WELLBEING

Access confidential support when you need it most. Whatever physical, mental or financial issue you're facing, you can find a wide range of resources waiting to help - 24/7, 365 days a year.

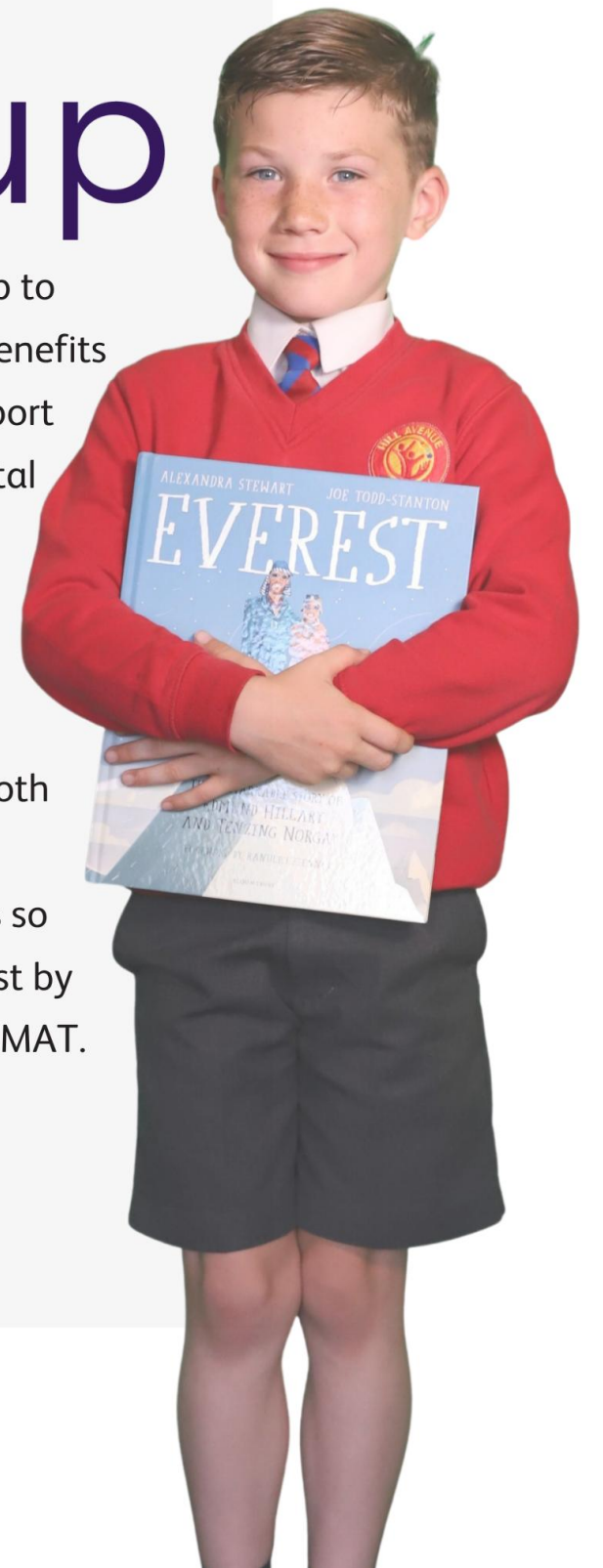


## PAYROLL PAY

Payroll Pay allows you to spread the cost of the items you want and need directly from your salary, helping you to avoid expensive borrowing whilst still spreading the cost.



We work with Vivup to make these staff benefits possible, all to support your physical, mental and financial wellbeing. Vivup offers so much in order to make sure you're supported both professionally and personally, and it is so simple to access just by working for Manor MAT.



# Hill Avenue Academy



The children of Hill Avenue Academy learn to become resilient and self-assured in an environment where they are safe and encouraged to excel in all they do. We embrace challenge and encourage achievement as individuals, by preparing children for their role as citizens in modern Britain. We aim to be an outstanding, inspirational school in the heart of a culturally diverse community, striving for excellence, enabling children to achieve their highest potential in all facets of school life. Our school's reflective approach, adopted by teachers and children, enables the development of growth mind-set where anything is achievable.



*Mr D Steventon*

Head of School



At our latest inspection, we retained our 'Outstanding' judgment from Ofsted. They saw that pupils are proud to attend our great school.



We have capacity to serve 397 children and their families. They are at the heart of our school.



Our large and dedicated staff team work in unity. Our culture is designed to build each other up and encourage on your journey.



**Our future is built  
on what you bring.  
At Manor MAT,  
your skills,  
character and ideas  
help shape  
what comes next.**

# OUR COMMITMENT TO SAFEGUARDING

Safeguarding is the foundation of everything we do. We are fully committed to the principles set out in Keeping Children Safe in Education and all colleagues, regardless of role, are required to uphold these standards without exception. Every appointment we make, from classroom to central team, is considered through the lens of child protection.

Our recruitment process is designed to be thorough, transparent, and uncompromising. We follow Safer Recruitment best practice in full, including the requirement for at least one member of every interview panel to hold a current Safer Recruitment certificate. All shortlisted candidates are subject to scrutiny of their application and any attempt to conceal, misrepresent, or omit relevant information will result in immediate withdrawal of an offer or, where applicable, termination of employment and referral to the relevant authorities.

Every successful candidate undergoes a robust pre-employment vetting process before employment in one of our schools. This includes an Enhanced DBS check with a Children's Barred List check and, where relevant, a check against the Teacher Regulation Agency's prohibition list. Overseas applicants, or those who have lived or worked abroad, will be required to provide additional checks equivalent to a UK DBS, in line with KCSIE requirements.

Safeguarding does not end at the point of hire, it is embedded into the culture and daily practice of every school in our Trust.



# JOB DESCRIPTION

## Breakfast-After School Club Assistant

### **Duties & Responsibilities**

We expect our Breakfast/After School Club Assistant at Manor MAT to uphold our core values of Integrity; Ambition, Collaboration, and Inclusion; act with honesty; keep their knowledge and skills as a Breakfast/After School Club Assistant up-to-date and are self-critical; forge positive professional relationships; and work with everyone concerned in the best interests of the pupils.

### **Core Purpose**

The core purpose of a Breakfast/After School Club Assistant at a Manor MAT School is to assist with supervision of children in breakfast/after school clubs by providing a safe, nurturing environment for the children and to provide and organise appropriate activities during the club sessions.

### **Main duties and Responsibilities**

- To support the Breakfast/After School Club Manager and work in partnership with Headteacher and school staff.
- To welcome children into school in a warm manner and ensure they get to classrooms in a timely fashion for the start of the school day.
- To promote good practice in a professional and inclusive manner.
- Be fully involved in all activities associated with the childcare provision.
- To understand, work within and promote and contribute to the ongoing development of the club's policies and procedures.
- To have an understanding of the Statutory Requirements and the ability to meet them.
- To meet the post holder's responsibility for promoting and safeguarding the welfare of children and young people with whom s/he comes into contact, including adhering to and ensuring compliance with the Child Protection Policy Statement at all times.
- To work closely with all school staff to create and develop open and inclusive working partnerships which support the development of the children.
- To help prepare healthy food and refreshments.
- To have a sound knowledge and understanding of safeguarding and take the lead in reporting concerns appropriately.

### **Continuing Professional Development**

- Undertake any necessary professional development, taking full advantage of any relevant training available.
- Attend staff inset.

### **Safeguarding**

Manor MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). In line with the KCSiE guidance, the school may also conduct online searches of any shortlisted applicants.

# **JOB DESCRIPTION**

## **Breakfast-After School Club Assistant**



### **General Conditions**

This job description is subject to annual review. It may be amended only after full consultation with the Breakfast/After School Club Assistant concerned. It will be signed if agreement is reached.

If following review and amendment, agreement is not reached the appropriate procedures should be used for settling disputes.

### **Signatures**

\_\_\_\_\_ **Breakfast/After School Club Assistant**

\_\_\_\_\_ **Headteacher**

# JOB DESCRIPTION

## Breakfast-After School Club Assistant



### Person Specification

| CRITERIA             | QUALITIES                                                                       | ESSENTIAL | DESIRABLE |
|----------------------|---------------------------------------------------------------------------------|-----------|-----------|
| Qualifications       | Basic literacy and numeracy skills (e.g., GCSE English and Maths or equivalent) | ✓         |           |
|                      | Paediatric First Aid (or willingness to train)                                  | ✓         |           |
|                      | Level 2 or 3 qualification in Playwork, Childcare, or equivalent                |           | ✓         |
| Experience           | Experience working with children aged 4–11 in a school or childcare setting     | ✓         |           |
|                      | Experience planning or delivering activities (e.g., sports, crafts, games)      |           | ✓         |
|                      | Experience working in a school-based breakfast or after-school club             | ✓         |           |
| Skills and Abilities | Ability to engage children in play and structured activities                    | ✓         |           |
|                      | Ability to maintain a safe, clean, and welcoming environment                    | ✓         |           |
|                      | Good communication and interpersonal skills                                     | ✓         |           |
|                      | Ability to work as part of a team and independently                             | ✓         |           |
| Knowledge            | Understanding of safeguarding and child protection responsibilities             | ✓         |           |
|                      | Awareness of health and safety and hygiene standards                            | ✓         |           |
|                      | Knowledge of basic behaviour management techniques                              |           | ✓         |
|                      | Knowledge of nutritional guidelines for children                                |           | ✓         |
| Personal Attributes  | Friendly, caring, and enthusiastic attitude                                     | ✓         |           |
|                      | Reliable, punctual, and flexible                                                | ✓         |           |
|                      | Professional, calm, and patient under pressure                                  | ✓         |           |

# JOB DESCRIPTION

## Lunchtime Supervisor

### **Duties & Responsibilities**

We expect our Lunchtime Supervisor at Manor MAT to uphold our core values of Integrity; Ambition, Collaboration and Inclusion; act with honesty; keep their knowledge and skills as a Lunchtime Supervisor up-to-date and are self-critical; forge positive professional relationships; and work with everyone concerned in the best interests of the pupils.

### **Core Purpose**

The core purpose of a Lunchtime Supervisor at a Manor MAT School is to make lunchtime a happy social time for all our pupils

### **Key Responsibilities**

- Supervise children over lunchtime implementing lunchtime policy.
- To encourage children to eat their lunch and encourage good table manners.
- To assist in the preparation of dining areas prior to the lunch hour and in returning those areas for other agreed usage for school activity.
- To support, demonstrate and encourage children to play sensible games on the playground.
- To take out and bring in lunchtime equipment ensuring it is taken care of and stored appropriately.
- To ensure children follow school rules over lunchtime.
- To intervene if children are upset, quarrelling, listening to all children's points of view and resolving problems in line with lunchtime policy and school behaviour policy.
- To seek support and take advice from the two Lunchtime Leads at any time to ensure school procedures are being carried out.
- To ensure a qualified first aider deals with any accidents over lunchtime that occur.
- To meet with other lunchtime supervisors regularly to discuss emerging issues with Head/ deputy and implement key actions from these meetings.
- To attend designated training and staff meetings.
- To be familiar with the Accident Book and Parental Consent Forms.
- To undertake such other duties which may reasonably be regarded as within the nature of the duties/responsibilities/grade of the post.

### **General Conditions**

This job description is subject to annual review. It may be amended only after full consultation with the Lunchtime Supervisor concerned. It will be signed if agreement is reached. If following review and amendment, agreement is not reached the appropriate procedures should be used for settling disputes.

### **Signatures**

\_\_\_\_\_ Lunchtime Supervisor

\_\_\_\_\_ Headteacher

# JOB DESCRIPTION

## Lunchtime Supervisor



Person Specification

| CRITERIA       | QUALITIES                                                                 | ESSENTIAL | DESIRABLE |
|----------------|---------------------------------------------------------------------------|-----------|-----------|
| Qualifications | Basic competency in Maths and English                                     | ✓         |           |
| Experience     | Knowledge and understanding of primary aged children                      | ✓         |           |
|                | Experience of supervising children as a carer or parent of young children |           | ✓         |
| Skills         | Empathy with young children’s needs                                       | ✓         |           |
|                | Ability to treat children sensitively and fairly                          | ✓         |           |
|                | To work as part of a group and individually                               | ✓         |           |
|                | To inspire trust and confidence in children                               | ✓         |           |
|                | To encourage high standards of pupil behaviour at all times               | ✓         |           |
|                | Good interpersonal and communication skills                               | ✓         |           |
|                | Good team worker                                                          |           | ✓         |



[manormultiacademytrust.com](https://manormultiacademytrust.com)



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