



WESTBOROUGH SCHOOL

Macdonald Avenue, Westcliff-on-Sea, Essex, SS0 9BS

Midday Assistant

8hrs 45 mins hours per week, 38 weeks Term Time only plus 5.6 weeks holiday pay

(Essex 2020 Scale 2, point 4, £4,903 actual annual salary)

STARTING ASAP

We have a commitment to providing children with rich and creative opportunities from which they can learn. Westborough has a caring ethos in which children and staff alike, feel valued and happy.

Required as soon as possible

Part of the South East Essex Academy Trust



Westborough School is an exciting and vibrant place to learn and provides a happy, caring and safe environment for pupils. Our staff are brilliant and work very hard to ensure that pupils' experience of school is a positive one which promotes a love of learning. Pupils come from a variety of cultural backgrounds; they have different religions and speak different languages. The school celebrates and values this diversity and encourages pupils to be proud of their own culture, religion and language and to show respect for those of others.

We have a commitment to providing children with rich and creative opportunities from which they can learn. Westborough has a caring ethos in which children and staff alike, feel valued and happy.

We are seeking to appoint a Midday Assistant who is reliable, friendly and motivated to join our hardworking and valued lunchtime team as soon as possible. The role will be to assist the children during lunchtime and to provide playground support and supervision, including basic medical care where necessary. You will be working both inside and outside the school buildings and you will need to work effectively as part of a team, enjoy working with children and demonstrate organisation, patience & understanding. Training, including basic first aid, will be provided where needed.

The hours are 8 ³/₄ hours per week. 11.45am - 1.30pm Monday-Thursday, 11.30am – 1.15pm Friday, term time only.

In return we can offer:

- a friendly atmosphere and working environment
- experienced and dedicated staff
- a positive school ethos
- polite, friendly pupils

Fill in: <https://mynewterm.com/jobs/145010/EDV-2024-WA-96957>

Closing date: 31st December 2025

Interview date to be confirmed

Visits to the school are welcomed by prior arrangement. This position is subject to an enhanced DBS check as we are committed to the safeguarding of our children. We are an equal opportunities employer.

Headteacher: Tonya Brook

JOB DESCRIPTION

Midday Assistant

Job Purpose

Midday assistant are engaged on a part time basis to undertake supervision of pupils during the lunchtime break. The extent of the supervision to be exercised includes the entry of pupils into dining room, general help during the service of the meals, assisting young pupils in cutting up food, general training in table manners and providing close supervision in the playground or classroom. Lunch club assistants are responsible to the Head teacher for the satisfactory performance of their duties. Normal hours of duty are 11.45am -1.30pm Monday – Thursday and 11.30am - 1.15pm daily during the duration of the school term.

Your duties are to:

- Follow guidelines laid down in the Behaviour Policy
- Ensure that all children in your care are present when required

In the playground, you are required to:

- Undertake the organisation of specific outside activities/games during the lunchtime break on a regular basis
- Be vigilant, always prevent rough or dangerous play
- Patrol designated areas of the playground at regular intervals
- Remind children of the safe places to play
- Supervise toileting
- Encourage children to play co-operatively
- Ensure that the children are occupied in interesting activities during wet playtime sessions.

Injuries

In case of a serious injury, **take** the child to Medical Room in the main school and a member of staff will administer medical attention.

At the end of the dinner session ensure all children have come inside and gathered their belongings to go home.

N.B. You are expected to carry out your duties throughout the term, unless prevented by illness. Holidays must be taken during school holiday time.

This job description will be reviewed regularly in accordance with the needs of the school and its pupils. In addition, it may be reviewed at any time after consultation with you.