



**Midday Assistant
Freshwaters Primary Academy
Candidate Information Pack**

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Welcome from the CEO

I never originally set out to establish a Multi Academy Trust. That simply was not the plan – at least not at first.

The journey began in 2010 at Burnt Mill Academy in Harlow. At that time, the school faced significant challenges and required rapid improvement. From the outset, it was clear that transforming outcomes for children depended on having talented, committed staff who shared a strong belief in what young people could achieve. With a clear vision, high expectations and a relentless focus on improving teaching and learning, the school quickly began to flourish, leading to significantly improved outcomes for pupils and recognition from Ofsted.

Inspired by what could be achieved through strong leadership, collaboration and a shared commitment to excellence, BMAT Education was established with a clear purpose: to provide exceptional educational opportunities for children and young people across our communities.

Today, our schools work closely together to share expertise, develop staff and create the very best experiences for pupils. While each school retains its own unique identity and strengths, all are united by a commitment to high standards, inclusion, ambition and continuous improvement.

At BMAT, we believe exceptional staff transform lives. Whether in teaching, leadership or support roles, every colleague plays an important part in helping children thrive academically, socially and emotionally. We are committed to attracting and developing talented professionals who are passionate about making a positive difference.

This candidate pack has been designed to give you an insight into Freshwaters Primary Academy, the role of Midday Assistant, and the values and culture that underpin our work. We hope it provides a clear understanding of our ambitions for our pupils, staff and wider community.

If you are inspired by what you read in this pack and share our commitment to delivering the very best for children and young people, we would be delighted to hear from you.

I wish you all the very best with your application and thank you again for your interest in Freshwaters Primary Academy and BMAT Education.

Helena Mills CBE

Welcome from the Headteacher

Welcome to Freshwaters Primary Academy. I am proud to lead a caring, inclusive and supportive school community where every child is encouraged to thrive and achieve their full potential.

At Freshwaters, we are committed to ensuring that every child feels safe, happy and inspired to learn. We believe that children achieve best when they feel valued, supported and confident within their learning environment, and we work hard to create a culture where all pupils can flourish academically, socially and emotionally.

Our dedicated staff team is passionate about delivering high-quality teaching and creating engaging learning experiences that develop curiosity, resilience and a lifelong love of learning. We have high expectations for all pupils and are committed to helping children grow into confident, independent learners who are well prepared for the next stage of their education and future life beyond the classroom.

Alongside academic achievement, we place great importance on wellbeing, personal development and building positive relationships with families and the wider community. We believe strong partnerships are key to supporting children's success and creating a positive and nurturing school experience.

Through our partnership with BMAT Education, we continue to strengthen the provision and opportunities available to both pupils and staff. Working collaboratively across the Trust allows us to share expertise, provide high-quality professional development and continually improve the experiences we offer within our school community.

Thank you for your interest in Freshwaters Primary Academy. We look forward to welcoming individuals who share our commitment to inclusion, aspiration and delivering the very best outcomes for children.

Jackie Diggle

About Our Trust

BMAT Education runs a community of schools which provide an outstanding education for every individual attending a Trust school. Our schools are places of aspiration, where individuals matter and confidence flourishes so that achievement for all is outstanding.

The trust currently oversees seven secondary academies and five primary academies, located in Harlow, Newham and Stansted. BMAT's vision is to work together to smash through the barriers that prevent children from becoming confident, high achieving and independent individuals.

Core to our ethos is that we believe that exceptional leaders create exceptional schools, and our leaders are given the support they need to serve these communities at the highest level. BMAT is driven by the ambition to be the best.

Our Schools:

- Burnt Mill Academy
- Cooks Spinney Primary Academy and Nursery
- Epping St Johns Church of England School
- Freshwaters Primary Academy
- Forest Hall Academy
- Little Parndon Primary Academy
- Magna Carta Primary Academy
- Mark Hall Academy
- Royal Docks Academy
- Roydon Primary Academy
- Sir Frederick Gibberd College
- STEM Academy



About the Role

We are seeking a caring, reliable and enthusiastic Midday Assistant to join our friendly team. The successful candidate will help supervise pupils during lunchtime, ensuring their safety, wellbeing, and positive behaviour both in the dining hall and playground.

This role is ideal for someone who enjoys working with children, can encourage possible play and social interaction, and works well as part of a team.

Patience, good communication skills, and a warm, approachable manner are essential.

Previous experience working with children is desirable but not essential.

The understanding of safeguarding requirements and basic knowledge of first aid would be an advantage.

If you are committed, enthusiastic, and enjoy making a meaningful difference as part of a collaborative team, we would love to hear from you.

Job Description

Job title	Midday Assistant
Reports to	Head Teacher, Senior Leaders
Pay scale	Band 1, Points 2-3 (£24,413.00 pro-rata)
Location	Freshwaters Primary Academy
Terms	10 hours per week, 39 weeks per year (term time only + inset days)
Contract	Permanent

Purpose of the Job

- To provide efficient and effective support to pupils during lunchtime outside.
- To encourage positive play and social interaction.
- To provide support whilst pupils eat in the dining hall, encouraging manners and etiquette whilst ensuring the school's healthy eating policy is followed.

Liaison With

- The post-holder is expected to liaise with the teaching staff, support staff, Head Teacher and parents.

Specific Responsibilities

Supporting the Student

- To assist students in selecting their meal and sitting in an appropriate place in the dining hall.
- To assist students with eating their meals, if needed.
- To clear tables when meals are finished and clear up any associated spillages.
- To enforce the necessary sanctions for maintaining the behaviour expected by the Academy.
- To administer basic first aid as required.
- To log daily records of first aid administered via the school office.
- To provide pastoral care, guidance and routine advice to students as appropriate.
- Where necessary and appropriate, lead games and activities with the students.
- To alert members of SLT of any concerns regarding an individual student or a group of students.

Supporting the Academy

- To attend relevant training and meetings as required.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager.
- To respect confidentiality at all times.
- To understand and apply school policies in relation to health, safety, welfare and behaviour of students.

Person Specification

Midday Assistant

Qualifications	Essential	Desirable
1. GCSE English and Maths (A*-C) or equivalent (Level 2 Basic Skills Literacy/Numeracy)		✓
2. Enhanced DBS and Validated references	✓	
3. Eligibility to work in the UK	✓	
4. NVQ Level 3 in Learning Support or other equivalent qualification / experience		✓
Experience		
1. Successful recent experience working with children in a school environment	✓	
2. Knowledge of relevant policies & procedures	✓	
3. Experience of working with safeguarding regulation	✓	

Skills and abilities		
1. Good literacy and numeracy skills	✓	
2. Good knowledge of relevant technology	✓	
3. Effective communication skills both oral and written	✓	
4. Ability to exchange routine verbal information clearly with both children and adults	✓	
5. Demonstrate tact and sensitivity in contentious situations	✓	
6. To be welcoming and calm	✓	
7. Knowledge of first aid		✓
8. Maintenance of confidentiality	✓	
9. Understanding of Child Protection & Safeguarding policies		✓
10. Knowledge of relevant codes of practice and academy policies		✓

Personal Qualities

1. Working effectively as part of a team	✓	
2. Work calmly under pressure	✓	
3. Subject to interruption and conflicting demands	✓	
4. Effective time management	✓	
5. Flexibility	✓	
6. Follow instructions accurately	✓	
7. Ability to prioritise work effectively	✓	
8. Use own initiative and work independently	✓	
9. Accuracy and attention to detail	✓	
10. Communicate effectively with adults and children, verbally and in writing	✓	
11. Have high expectations of self	✓	
12. Committed to personal and professional development	✓	
13. Awareness of, and commitment to, equalities issues	✓	

How to Apply

Midday Assistant

We look forward to hearing from you.

Closing date for applications: Friday 12th June 2026

Interviews: Monday 22nd June 2026

Please carefully review the following information before submitting your application.

Application form

To apply for this position, you must complete the official application form in full via MyNewTerm. Please note that CVs will not be accepted as part of the application process. We recommend retaining a copy of your completed application for your records should you be shortlisted for interview.

The application form includes several sections relating to your employment, education, and personal history. The information you provide will be used to assess your suitability against the requirements and competencies outlined for the role. Please ensure your full employment history is included, with clear explanations for any gaps in employment. You should also highlight any relevant skills, qualifications, and achievements that demonstrate your suitability for the position.

Supporting Statement

Please submit a letter of application or supporting statement of no more than 1,000 words. In your statement, outline your motivation for applying for this role and demonstrate how your experience, skills, training, and personal attributes align with the job description and person specification.

You should also include clear examples from your current or previous roles that evidence your impact. This may include, for example, measurable outcomes such as improvements in pupil progress and attainment within teaching roles, or reductions in exclusions and improved outcomes for pupils within pastoral roles.

Disclosure of Relationships

All prospective employees are asked to declare any personal or professional relationships with trustees, governors, senior leaders or employees of the Trust. This ensures BMAT Education can uphold transparency and fairness throughout the recruitment process.

Safeguarding Commitment

BMAT Education is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and undergo appropriate checks, including enhanced DBS checks.

Pre-Employment Checks

Applicants must provide details of two referees, one of whom should be their current or most recent employer. References from relatives or friends will not be accepted. References will normally be requested for all shortlisted candidates unless otherwise stated.

This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an enhanced Disclosure and Barring Service (DBS) check. Any information disclosed will be treated in the strictest confidence. A criminal conviction will not automatically prevent appointment; however, it will be considered in relation to the requirements of the role and suitability to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence for individuals who are disqualified from working with children to apply for, or undertake, a role that involves such work.

Fluent spoken English is a requirement for this role in line with Part 7 of the Immigration Act 2016.

Thank you for taking the time to review this information. We look forward to receiving your completed application form and supporting documentation. Should you have any questions regarding the process, please do not hesitate to contact us.

BMAT Education is committed to safeguarding children; successful candidates will be subject to an Enhanced Disclosure and Barring Service check. In line with Keeping Children Safe in Education (KCSIE) guidance, we may also conduct an online search about any shortlisted candidates as part of our due diligence to identify any matters that might relate directly to our legal duty to meet safeguarding duties, in accordance with Keeping Children Safe in Education (KCSIE)





Freshwaters
PRIMARY ACADEMY



Supporting primary and secondary schools across Essex and East London, BMAT is a growing multi-academy trust with a singular vision: **schools, teachers and pupils freed to succeed.**