



Midday Assistant

Permanent appointment

16 hours per week.

Salary: Grade 2 - £11.59 p.h

- + Pension Scheme (LGPS)
- + Employee Assistance Programme
- + Priority admission for children of staff
- + Comprehensive induction programme

Application details can be accessed from

www.brineleas.co.uk or you may wish to contact the school by e-mail: job.applications@brineleas.co.uk

See below for links to :
Job Description / Personal Description / School Prospectus



Brine Leas School An Academy

Trust, Respect, Optimism,
Courage, Resilience,
Inclusion and Equality

Main Areas of Responsibility

Responsible for ensuring the safety and supervision of all students during the lunchtime period both in the dining area and during playground activities.

To carry out cleaning in allocated areas.

Reporting to: Senior Caretaker

Liaising with: Facilities Staff, Facilities Manager, Catering and other relevant School staff.

Operational/Strategic Planning

Midday Assistant

- Ensures the safety of students during the lunchtime period; taking into account student ages and behaviour.

Cleaning Duties

- Cleaning and sanitising parts of the school as allocated, including classrooms, offices, corridors, stairs and frequently touched surfaces such as door handles and plates.
- Wiping, dusting and brushing.
- Emptying bins in allocated areas such as dining spaces.
- Disposing of waste as instructed.
- Safe storage and use of materials.

Other Services

- To comply with Health & Safety regulations and guidelines, and undergo training as required
- To report issues and Health & Safety issues to line manager

General Requirements

- To adhere to the school's corporate standards, policies, systems and procedures in relation to Safeguarding and Child Protection, and health and safety
- To set a personal example that contributes to the positive ethos of the school
- To be committed to the life of the school and to support its distinctive mission and ethos
- To behave at all times in accordance with the school's values
- To agree annual performance targets with Line Manager
- To promote the school favourably in the community



School Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To adhere to the school's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the school's Safeguarding/Child Protection policies.
- To be aware of and comply with all school and Brine MAT policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.



Employees must comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

The job-holder will ensure that school policies are reflected in their work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018)
- 4) Safeguarding Children

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.

**IMPORTANT
THE REHABILITATION OF OFFENDERS ACT**

The provisions of the Rehabilitation Act relating to the non-disclosure of spent convictions do not apply to this job, you must, therefore, disclose whether **you have any previous convictions at the point of application for this post.**

If successful, you will also be required to apply for a Disclosure and Barring service check (DBS). The level of check required for this job is an Enhanced disclosure. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the School's privacy statement.

I Understand and accept the job duties and responsibilities contained in this job description.

Signature Date

Print Name

Person Specification

Attributes	Essential	Desirable
Qualifications, Knowledge & Training	<ul style="list-style-type: none">• General Education	<p>Previous experience working in a similar role in a school.</p> <p>An understanding of Health & Safety procedures</p>
Personal Skills, Abilities & Qualities	<ul style="list-style-type: none">• Commitment to providing a high level of service• Good communication skills and ability to follow instructions• Work as part of a team Ability to be assertive• Able to ensure safety & well-being of pupils• Good time management Reliable and punctual• Well organised and self-motivated• Able to take initiative and work without supervision• Flexible approach to work• Ability to work as team player• Physically able to undertake necessary tasks	
School Ethos	<ul style="list-style-type: none">• Willingness to work hard• Compassionate & caring• Flexible/Adaptable• Enthusiasm to promote a positive school image to the local community.	

Thank you for your interest in our school.
We look forward to receiving your application.
If you think a career with us is right for you, discover more
at: www.brineleas.co.uk