



MID-DAY ASSISTANT

Part-Time, Term-Time Only

11.75 hours per week

SCP 2 (New NJC rates) (£17,711) pro-rata (Actual salary £4,784)

Required from October 2019

Altrincham Grammar School for Girls, part of the Bright Futures Educational Trust, is a highly successful single sex 11 -18 academy in the South Trafford area. Bright Futures Educational Trust (BFET) is a partnership of schools based in the North West. The Trust's vision is the best *for* everyone, the best *from* everyone. There are currently seven schools within the Trust. Our values of community, passion and integrity are at the heart of everything we do.

Altrincham Grammar School for Girls, part of the Bright Futures Educational Trust, is a highly successful single sex 11 -18 academy in the South Trafford area. We are seeking a mid-day assistant to supervise students during rec (mid-morning break time) and the midday break. The contract offered is for term-time only from 11.05 a.m. to 1.25 p.m. Monday to Friday, making 11.75 hours per week. The person appointed is entitled to a free meal each day on duty, which is not taken during the supervision time. Annual holidays must be taken during school holidays. The person appointed will work under the supervision of the Vice Principal and any designated supervisory staff.

Responsibilities include the following

- Laying out of tables and chairs in the dining room and supervising the rec and lunch queue.
- Monitoring the behaviour of students during the rec and lunch breaks and taking appropriate action to ensure good discipline and compliance with school rules and the code of conduct.
- Reporting to the Vice Principal or other appropriate staff information about any incidents, misbehaviour, accidents or potential threats to safety and welfare.
- Any other responsibilities reasonably requested by the Principal.

School-wide Responsibilities

- Being aware of and acting upon relevant school policies and in particular those associated with Child Protection/Safeguarding Children and Health & Safety issues.
- Being responsible for maintaining a clean and tidy environment.
- Attending relevant meetings as required.
- Acting as a role model for the pupils in school.
- Acting as an ambassador for school and ensuring that the school's high standards are promoted at all times.

Probationary period

Your appointment is subject to a six month probationary period. At the end of this period, provided your service has been satisfactory, your appointment will be confirmed. If your service is not satisfactory your employment may be terminated within the probationary period. The school requires six weeks' written notice to resign from the post.

PERSON SPECIFICATION

| | <i>Essential</i> | <i>Desirable</i> |
|-------------------------------------|---|--------------------------------------|
| <i>Relevant Experience</i> | | Experience of working with children. |
| <i>Knowledge, skills, abilities</i> | Ability to obtain the respect of children. Ability to show initiative when required. Fitness sufficient to set out tables and monitor queues. Ability to work as part of a team. Alertness and awareness to anticipate potential hazards/difficult situations. Tact and reasonableness in ensuring compliance with school rules. | |
| <i>Safeguarding</i> | Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people. | |

Please return your application to Mrs C Williams at the school by Wednesday 18 September 2019. Interviews are to be held in the week commencing Monday 23 September. Applicants who are not contacted during this period may assume that they have not been successful but are thanked for their interest. Unfortunately, we are unable to provide feedback to unsuccessful applicants who are not called for interview.

If invited for interview, candidates are requested to bring original copies of the following documents on the interview day which we need to have sight of:

- National Insurance Card (or letter from HMRC)
- Photo ID (passport and driving licence)
- Two other forms of identification that verify your name, address and date of birth. e.g. birth certificate, marriage certificate, bank or credit card statement, utility bill.

Please note that due to equal opportunities and safeguarding regulations, applications will be accepted **by application form only**. Please do not send CVs. Supporting documents/letters of application are welcomed.

ADDITIONAL INFORMATION

Further information about the school, a copy of the school's prospectus and the most recent OFSTED inspection are available from the school's website.

BFET is committed to safeguarding and promoting the welfare of children and young people. Any successful applicant will be required to undertake an Enhanced Disclosure check by the DBS. This post is exempt from the Rehabilitation of Offenders Act 1974.