



# Altrincham Grammar School for Girls

Cavendish Road, Bowdon, Altrincham, Cheshire WA14 2NL

INFORMATION PACK

VACANCY

MIDDAY ASSISTANT

## TERMS AND CONDITIONS OF THE POST

<b>Working Hours:</b>	Part-Time, Term-Time Only (11.75 hours per week)
<b>Salary:</b>	SCP 2, points 3-4 (New NJC rates) (£18,562 to £18,933) pro-rata (Actual starting salary £5,014)
<b>Required:</b>	As soon as possible
<b>Position Status:</b>	Temporary fixed-term contract until 31 August 2021

## ABOUT BRIGHT FUTURES EDUCATIONAL TRUST

*The best for everyone, the best from everyone*

Bright Futures Educational Trust (BFET) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best *for* everyone, the best *from* everyone. We are an organisation that is underpinned by values of: community, integrity and passion. In everything we do, we remember that we are accountable to the children, families and communities that we serve.



Our schools are their own entities and form one organisation and one employer, BFET. The BFET Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Board on our website: <http://bfet.co.uk/about-us/>

Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the BFET family work closely together. Our Strategy was developed collaboratively and is contained in this pack for your reference.

The Alliance for Learning is our Teaching School and partners with many schools across the North West, including our own. The Teaching School includes a maths hub, a SCITT, a broad range of professional learning and wider network opportunities. Please see the website for more details <http://allianceforlearning.co.uk/about-us/welcome-director-of-teaching-school-and-partnerships/>

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.

### **Training and Development**

As a Teaching School, we are committed to the professional development of all staff. The Biology Laboratory Technician will participate in the school's appraisal arrangements and an experienced appraiser (line manager) will be appointed to assist in the laboratory technician's development.

Please return your application to Mrs C Williams at the school by 30 September 2020. Interviews are to be held in the week commencing Monday 5 October. 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.

## 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.	

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.

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