



Job Description

Job Title:	Midday Assistant
Location:	Clacton Coastal Academy
Reports to:	SLT

Purpose of the Role

To maintain the safety, welfare and good conduct of the students during the midday break in designated areas and to assist with cleaning in and around dining areas.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

- To clear tables and any spillages in the dining areas
- To sweep and spot-mop floor surfaces
- To empty waste bins
- To supervise the movement of students to and from the dining areas
- To supervise dining queues and maintain good order in the dining areas
- To monitor students in the playground and playing field area
- To follow the Academy's 'Discipline with Dignity' approach when dealing with students
- To promote the inclusion of students with special needs
- To alert line manager or a member of the Senior Leadership Team of any concerns regarding students
- On a rotational basis within the Midday team, to patrol ground, first and second floors during the lunch break, checking that students do not congregate around stairwells and upstairs areas.
- On a rotational basis within the Midday team, to patrol outdoor areas

General

- To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy
- To attend required meetings and training (which may be outside of normal working hours)

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification:**Midday Assistant**

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Valid First Aid Certificate or willing to undertake training
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Experience of general cleaning activities Knowledge of how to maintain a safe working environment 	<ul style="list-style-type: none"> Experience of working with children
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a
	Forward and strategic planning	<ul style="list-style-type: none"> Ability to plan own work on a daily basis 	<ul style="list-style-type: none"> n/a
	Budget (size and responsibilities)	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a
	Abilities	<ul style="list-style-type: none"> Ability to follow a schedule to deadlines Ability to resolve problems independently and use initiative Ability to stay calm under pressure Ability to build and maintain effective relationships with others Ability to work effectively as part of a team Ability to provide excellent customer service Good communication skills with the ability to use clear language to communicate information unambiguously 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> Resilience Student focused Demonstrate a commitment to equality Takes responsibility and accountability 	

		<ul style="list-style-type: none"> • Commitment to Academy aims, ethos & vision • Commitment to own professional development 	
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Show a commitment to promoting the welfare and safeguarding of children and young people • Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff 	