



FURTHER PARTICULARS: Mid-day Assistant (MDA)

3 POSITIONS REQUIRED

MDA: Band 1 point 10 (£8.74 per hour, 38 wks per year-term time only)

Lunchtime is an important time of the day where children can have greater freedom, learn essential life skills such as taking turns, sharing and team work so we need staff who can help the children to learn social skills and games in a positive, friendly and supportive way.

Essential requirements: Kind, caring, positive team player who likes children, good sense of humour and able to teach/involve pupils in games as well as supervise and care for pupils.

Desirable: Prior MDA experience, paediatric/first aid qualification.

The Post: Mid-day assistant: 12.00-1.15pm (Monday to Friday)

Mid-day assistants provide support to the pupils at lunch time in the dining hall and the playground with the added responsibility of administering minor first aid when required. Pupils will be supervised as well as encouraged to be responsible, following the school code. Children will be encouraged to make 'good choices' that will keep themselves and others safe and happy.

Mid-day assistants oversee the eating of food (either packed lunch or hot school meal), offer assistance with cutting as required and model expected behaviours. The team will teach games and oversee the safe use of playground equipment. The team will follow the school policies and procedures, especially in relation to Safeguarding/Child Protection, Anti-Bullying and Behaviour, PSHCE, Health Safety and Wellbeing, and Administering Medicines and First Aid.

The Candidate

We aim to keep children at the heart of what we are doing and want a mid-day assistant who can encourage and support pupils in a sensitive way to enable them to develop socially and appropriately for their age group. We want children to develop their curiosity, independence and learning behaviours; believing in themselves so that they achieve be it academically or socially. We want children to be safe and happy, enjoying every part of life at school. The head teacher and Trust are seeking to appoint a MDA who shares this vision and is able to put this into practice on a daily basis working in close collaboration with the head teacher, as well as on their own initiative, and as part of the mid- day team.

The person must have a kind and caring nature and enjoy being with children. Being a good role model, with a positive, happy, can do attitude and a team player is essential. We aim to create a positive, calm, safe and exciting learning environment where everyone is respected and valued for their contribution, be it staff, pupil or parent. The ability to work without continual supervision and the ability to form positive and constructive relationships with the children and staff team is essential.

Professional Development

We can offer the successful candidate a fantastic opportunity to contribute to the development of the social and emotional curriculum and the development of our new school. All new employees will undergo

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an induction and probationary period, then annual team performance management. Regular team meetings are held to which post holders are expected to attend as part of their on-going professional development, for which overtime will be paid.

There may be the potential for wider professional development opportunities and support within the Trust (LTPT); a family of schools with the aim of working in collaboration in order to share and develop the best practice so that all our children receive an outstanding education to achieve the best outcomes.

If you would like to be part of our team to grow this outstanding vision we would warmly encourage you to visit us and our great children prior to submitting an application so that you are able to fully appreciate the unique and special opportunity on offer.

Please telephone the main office to make an appointment, and/or if you would like to have an informal chat about the position then please ask to speak to Isobel Barron- head teacher. Further information and application packs are available from the main office/Essex jobscene www.essexschoolsjobs.co.uk or the school website www.roseacres.co.uk

The Process

Please complete an Essex application form matching your skills and experience to the job role and description. Application forms should be completed in BLACK ink, BLACK ballpoint or CLEAR typescript, and returned by post or email to the school, for the attention of:

Mrs I Barron
Head teacher
Roseacres Primary School
Roseacres
Bishops Stortford
Herts
CM22 6QY

Email admin@roseacres.essex.sch.uk. (Please note, if the form is emailed and you are shortlisted you will be required to sign a copy of the application form).

The Appointment

The Trust and staff are committed to safeguarding children. Appointments will be subject to satisfactory references, DBS, and medical checks. The school is an equal opportunities employer.

Please note that the offer of appointment to the selected candidate will be on the basis of a 'preferred candidate' as the post is subject to the employer being in receipt of satisfactory clearance for fitness to work, enhanced police check (DBS) and two employer references. When the post is offered to the preferred candidate, it is important that each candidate is ready to give a definite reply in the event of his/her being offered the appointment.

Please note that if you wish your application to be acknowledged, then please provide a stamped addressed envelope. Feedback will only be offered to those candidates who are not successful at the interview stage.