



## Midday Assistant

Recruitment Information for Candidates

Application Deadline – 22 February 2026 (midnight)





Dear Applicant,

Thank you for expressing an interest in joining The FitzWimarc Academy Trust.

FitzWimarc School is extremely proud of its excellent reputation, not only within the town of Rayleigh but across the county of Essex. Our traditional values, where a caring, supportive environment is reinforced by high standards of behaviour, allow each and every child to develop a lifelong love of learning

We believe in a balanced curriculum that introduces and develops a wide range of skill areas to ensure stability and flexibility of learning. A high emphasis is placed upon the literacy and numeracy skills that are essential for success, whilst maintaining a wide range of academic, sporting and cultural opportunities. At FitzWimarc, our students can discover and develop talents and interests that they never knew they had.

We have the very highest expectations of both staff and students. Every individual, subject and grade is valued. Your child will have the opportunity to excel in which ever area they choose; the hard-earned grade 4 pass at GCSE is valued just as much as the copious amount of grades 7 and above (or equivalent) that are achieved. This is a school with a passion for learning; our enthusiasm for success intertwines with supporting our students in their role in their local, national and global communities. A modern education at FitzWimarc will prepare young people to be thoughtful and responsible members of society in an ever changing world, ensuring that they are equipped for lasting success.

Mr R. Harris

Headteacher



### **The School Aims**

- To provide a stable and caring, yet disciplined, environment in which individuals may develop.
- To extend students' horizons and to broaden and deepen their knowledge, skills and understanding.
- To develop respect for religious and moral values and to encourage acceptance of others as members of a tolerant and democratic community in Britain.
- To prepare students for a positive role as an adult in an ever- changing British society.
- To develop personal and social skills, creativity and the ability to question, challenge and express viewpoints rationally.
- To develop skills for adulthood, including physical well-being, numeracy, literacy, computer skills, application to tasks, problem solving and thinking skills.
- To encourage the skills, mindset and resilience required to achieve lifelong learning.
- To promote the spiritual, moral, social and cultural development of students.
- To be renowned as a regional centre of excellence for teaching and learning.
- To ensure that the school's safeguarding and 'Skills for Life' programme both reflect current needs and are delivered and monitored effectively.

### **The School Ethos**

- Members of the school community will demonstrate mutual respect at all times.
- All members of the school community are expected to challenge any type of discriminatory or unreasonable behaviour.
- All students are encouraged to greet visitors to the school with friendliness and courtesy.
- Stakeholders are encouraged to report any concerning or worrying behaviour to a member of staff as part of a watchful and caring community.
- The school's traditional values are emphasised to all and taught alongside traditional British values including tolerance and respect for all groups of people.

### **Additional Benefits**

As a valued member of our team, you will be entitled to the following benefits:

- Free access to our fully equipped Gym
- Employer Pension Contribution
- Access to the 'Cycle to Work' Scheme
- Eye test vouchers Scheme
- Access to our Wellbeing programme (including counselling sessions and online discounts)



Job Title:	Midday Assistant
Contract Type:	Permanent
Contract Term:	Part Time
Salary Range:	Scale 2, Points 3-4
Closing Date:	22 February 2026 (midnight)
Start Date:	ASAP
Position Available:	1
Interview Date:	w/c 2 March 2026 (or sooner for suitable applicants)

We are looking to appoint a Midday Assistant to join our team supervising students through their lunch break.

The successful candidate will be reliable, punctual with good communication and organisation skills. Previous experience of working with children (11- 16) and an understanding of the school's discipline and behaviour policies are desirable. The successful candidate will be expected to make an effective contribution to the Midday team, taking care and control of all students on school premises, ensuring their safety at all times, whilst working in accordance with school policies and procedures.

The FitzWimarc School is a heavily over-subscribed 11 - 18 mixed comprehensive school with an excellent reputation in the local area due to pupil achievements, the school's ethos and its commitment and involvement with the community.

### **Benefits**

- Employee Assistance Programme (EAP) for wellbeing support
- Access to our onsite gym
- Access to the 'Cycle to Work' Scheme
- Eye test vouchers Scheme
- Training and development opportunities
- Supportive and friendly working environment



Job Title	Midday Assistant
Grade/Salary	Scale 2, Points 3-4 Actual Salary £3,354 - £3,407 per annum (FTE £24,796 - £25,185)
Hours	6 hours per week / 38 weeks per year (term time only) Mon – Fri 12.55pm – 2.05pm (plus 10 minutes per week for admin/meetings)
Date Required	ASAP
Closing Date	22 February 2026 (midnight)
Interview Date	w/c 2 March 2026
Reporting To	Senior Midday Assistant/Assistant Headteacher

We are looking to appoint a reliable, punctual individual with good communication and organisation skills. Previous experience of working with children (11- 16) and an understanding of the school’s discipline and behaviour policies are desirable. The successful candidate will be expected to make an effective contribution to the Midday team, taking care and control of all students on school premises, ensuring their safety at all times, whilst working in accordance with school policies and procedures.

### Main Duties and Responsibilities

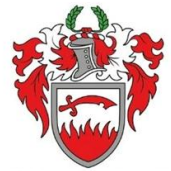
- To patrol the premises, inside and outside, during the lunch break, maintaining good order among students.
- To ensure students are in the correct location at the appropriate time e.g. specific designated outside areas or wet break bases.
- To check that students do not congregate in inappropriate areas e.g. toilet facilities or designated out of bounds areas.
- To maintain an orderly queue for entering the dining hall and within the dining hall.
- To check that students go into the dining hall at the correct time and to approve early entry passes as issued by staff.
- To supervise students in the dining hall maintaining good order and good practice e.g. appropriate waste disposal.
- To clear tables when meals are finished and clear up any associated spillages.
- To alert Senior Midday Assistant of any concerns regarding an individual student or group of students.
- To check that students’ activities are safe and eliminate the possibility of any risks to their health, safety and well being.
- To deal with incidents, medical or otherwise, seeking help when necessary and completing appropriate forms.



- To ensure all students adhere to school rules and policies and to report those who do not comply.
- To advise the appropriate member of staff of any serious matters of ill-discipline and complete appropriate forms.
- To be aware of Child Protection issues and to be alert to signs of any such related problems and to immediately pass on any concerns to the Assistant Headteacher.
- To attend relevant training and meetings as required.
- To respect confidentiality at all times.
- To understand and apply school policies, particularly those in relation to health, safety, welfare and behaviour of students.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.

### General

- To participate in the performance and development review 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
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.



### Application Procedure

- Read carefully all the information about this post
- If you have any questions, please telephone or email our HR department on 01268 743884 or email [hr@fitzwimarc.com](mailto:hr@fitzwimarc.com).
- Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the selection panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- Send your completed application form by email to [hr@fitzwimarc.com](mailto:hr@fitzwimarc.com).
- Shortlisted applicants may be screened prior to interview by checking social media sites. The purpose of such screening will be to ascertain whether a candidate demonstrates appropriate conduct, behaviour and suitability for employment in a school environment.

### Appointment Process

- Suitable applications will be shortlisted for interview (as quickly as possible).
- If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and / or email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

We are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process.

### Pre-employment Checks

We are committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure form the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.

Shortlisted candidates will be asked to complete a Self-Disclosure Form (SD2)

### References

Please provide two referees who know you in a professional capacity, if at a school, one of these must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.



**The successful applicant will also be required to:**

- Provide proof of all relevant qualifications
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work

**Equal Opportunities**

The school is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The school is opposed to any form of discrimination against any individual or group. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

**Recruitment monitoring information**

We are committed to ensuring that applicants are selected for appointment on the basis of their ability relevant to the job. Completion of the Recruitment monitoring information form is not compulsory but will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the shortlisting panel.

We are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.

A copy of our Recruitment Procedure is available upon request.

[Privacy Notice | The FitzWimarc School](#)



**PERSON SPECIFICATION**

Category	Essential
Application	<ul style="list-style-type: none"> <li>• Well completed application form</li> <li>• Supportive reference/s</li> <li>• Suitability to work with children</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Basic reading and writing skills</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Working with or caring for children</li> <li>• Ability to count and undertake basic calculations</li> <li>• Ability to resolve routine problems independently</li> </ul>
Professional Development Skills	<ul style="list-style-type: none"> <li>• Willingness to learn</li> </ul>
Special Knowledge	<ul style="list-style-type: none"> <li>• Working effectively as part of a team</li> <li>• Effective and clear communication skills</li> <li>• Strong organisational skills</li> <li>• Good interpersonal skills and ability to build effective relationships with colleagues</li> <li>• Ability to follow instructions</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Basic understanding of Health &amp; Safety</li> <li>• Know when, how and with whom to share information</li> </ul>
Category	Desirable
Special Knowledge	<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Ability to remain calm under pressure</li> <li>• Reliable &amp; punctual</li> </ul>
Special Knowledge	<ul style="list-style-type: none"> <li>• Working in a school</li> <li>• An understanding of safeguarding in a school environment</li> <li>• Basic First Aid</li> <li>• Knowledge of school procedures and policies</li> <li>• Have an adaptable, flexible approach</li> </ul>