



External Vacancy

Job Title:	Midday Assistant
Contract:	Permanent
Weeks:	38 weeks per year, term time only
Hours per week:	1 hour per day, 5 days per week
Scale:	Scale 2, Point 3-4
Actual Salary:	£2,570 to £2,642 per annum (depending on experience)
Start Date:	Immediate Start – upon completion of relevant checks
Closing Date:	Friday 31st January 2025 (midnight)
Interview Date:	w/c Monday 10th February 2025

Hadleigh Infants and Nursery School are looking to appoint a Midday Assistant to join our friendly and supportive team to assist with the supervision of children at lunchtime breaks. We are looking for a caring and committed individual who has the ability to work as part of the school team and dedicated to ensuring that lunchtime is a pleasurable and safe experience for our children.

Working 5 days per week during term time. 1 hour per day between 11.30-1.30pm (time will be confirmed upon appointment).

The successful candidate must:

- Have excellent communication skills.
- Have good organisational and interpersonal skills.
- Be caring, patient and empathetic.
- Have the ability to work as part of a team as well as on their own initiative.
- Have good literacy and numeracy skills preferably with GCSE Literacy and Numeracy grades A-C.
- Be self-motivated, flexible and a good team player.



We can offer:

- Engaged and enthusiastic pupils who are proud to belong to our school and enjoy learning in a stimulating environment.
- A forward thinking, proactive team that is dedicated to the success of its pupils and staff.
- A dynamic and collaborative team of leadership who are dedicated and committed to the success of pupils and staff alike.
- A comprehensive Employee Assistance programme available to all employees.

If this role is of interest to you and you have demonstrable experience in the majority of the above accountabilities, please apply now. In addition, please see the Job Description and Person Specification with full details of experience required to fulfil this highly rewarding role.

Hadleigh Infants & Nursery school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We follow safer recruitment practice and appointments are subject to satisfactory DBS certification and references. We are an equal opportunities employer.