



Academies Enterprise Trust

**Job Description**

<b>Job Title:</b>	<b>Midday Assistant</b>
<b>Location:</b>	Charles Warren Academy, Old Groveway, Simpson, Milton Keynes MK6 3AZ
<b>Hours of work:</b>	Part Time
<b>Reports to:</b>	Senior Leadership Team

**Purpose of the Role:**

Acting as part of a team to take care and control of all the students on academy premises during the midday break between the morning and afternoon teaching sessions.

**Responsibilities:**

- To maintain the safety, welfare and good conduct of the students during the midday break.
- To set up the hall.
- To ensure the students enter and exit the onsite catering facility safely.
- To assist students with eating their meal (if applicable).
- To clear tables when meals are finished and clear up any associated spillages.
- To clear away all dining room furniture.
- To enforce the necessary sanctions for maintaining good order.
- To attend First Aid and EpiPen training and to administer basic first aid as required.
- To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.
- To provide pastoral care, guidance and routine advice to students as appropriate.
- To alert a member of staff of any concerns regarding an individual child or group of children.
- To understand and apply Academy policies in relation to health, safety, welfare and behaviour of students.
- To attend relevant training and meetings as required.
- To maintain and respect confidentiality at all time.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

**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:**

**Job Title: Midday Assistant**

<b>General heading</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• Willing participant in development and training opportunities</li> </ul>	
<b>Knowledge / Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>o Working with or caring for young people of relevant age</li> <li>o Working in an environment that included taking initiative and self motivation</li> <li>o Working as a team member</li> <li>o Appropriate knowledge of first aid</li> </ul>
<b>Skills</b>	Abilities	<ul style="list-style-type: none"> <li>• Ability to relate and communicate well with both young people and adults</li> <li>• Work constructively as part of a team, understanding roles and responsibilities and your own position within these</li> <li>• Able to follow written and verbal instructions</li> </ul>	o
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>•</li> </ul>	
	Values	<ul style="list-style-type: none"> <li>• Ability to demonstrate, understand and apply our values               <ul style="list-style-type: none"> <li>o Be unusually brave</li> <li>o Discover what's possible</li> <li>o Push the limits</li> <li>o Be big hearted</li> </ul> </li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Show a commitment to promoting the welfare and safeguarding of children and young people</li> <li>• Show a commitment to providing a fair, equitable and mutually supportive</li> </ul>	



		learning and working environment for our children & young people and staff	
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