

Mid Day Assistant

Candidate Information Pack



Glazebury CE Primary School

Welcome to Liverpool Diocesan Schools Trust

Thank you for your interest in working in one of our amazing schools and committing to making a difference to learners right across our Trust.

LDST is a multi-academy Trust of 19 primary schools that welcomes young people and colleagues of all faiths and none and is committed to providing a high-quality education and environment where Christian values and principles permeate all that we do.

As a Trust, we have a very clear purpose, and an uncompromising vision:

The right of all to have a great education is at the heart of everything we do so that all learners, regardless of background, ethnicity or need, make excellent progress, and fulfil their academic potential.

Central to this are our **core values of collaboration, difference, local and inclusion**, and our commitment to ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.

All of our schools benefit from high levels of collaboration and a strong school improvement function and central team, which give the capacity to support schools, evaluate and intervene where needed. Strong networks and a culture of support ensures a high level of accountability matched with only the challenge required to enable local leadership to flourish.

We do this to ensure that our schools are self-sustaining and we are committed to being:

- **Respectful** of the individual identity of our schools –knowing their strengths and understand where improvements are needed
- **Resourceful** and recognising effective and successful practice in all schools and using this where possible as a resource to support others to bring about improvement
- **Responsive** to the context of each school, adapting strategies where necessary to promote and sustain improvements
- **Relentless** in our pursuit of excellence and led by a belief that every child can achieve

Our family of schools support and connect, share practice, and provide an excellent education built on distinctly Christian values so that *all* children, learners and staff across our Trust, flourish. Our established networks provide exciting opportunities for schools to work together to create a fluid school improvement system.

Supporting you to flourish and thrive in your role is extremely important to us and this is reflected in our strategic People Pillar and People Strategy:



Learn

We learn from our colleagues' experiences and best practice to get the **fundamentals of HR** right.



Love

We love and appreciate our colleagues by supporting their **wellbeing and mental health**.



Achieve

We must **attract** the best talent and support **retention** of existing colleagues with comprehensive **development** for existing colleagues to successfully fulfil their roles and **progress** their careers within the Trust.



Together

We are **one Trust**. We will foster a **culture of belonging** for everyone and strive for **excellence** for all.

We are a fully inclusive organisation and encourage applications from individuals from all communities regardless of faith, race or ethnicity, age, disability, gender or sex, marital status, pregnancy or maternity, or sexual orientation.

What we can offer you

- **Continuing Professional Development** – All support staff can apply for fully-funded apprenticeships up to degree level.
- **Leadership Pathways** – We have a wealth of development opportunities that are open to colleagues and we are exceptionally proud of our very high levels of internal promotion.
- **Annual Trust Wide Conference** – For all colleagues to celebrate and learn together.
- **Collaboration** – Regular networking opportunities across our networks for different staff groups.
- **Trust Wellbeing Group** – Exploring and implementing new and innovative initiatives to support our colleagues to be happy and healthy in work like our Trust Wide employee assistance programme and reward platform.



Laurie Kwissa, Chief Executive Officer

JOB DESCRIPTION

SCHOOL: Glazebury C.E. (Aided) Primary School

POST TITLE: Midday/Playleader Assistant

Grade: Grade 3 Scale Point 4 - 5

REPORTS TO: Senior Leadership Team

RESPONSIBLE FOR: Care and supervision of children during midday in a maintained nursery/primary school setting.

Hours of Work 11:30am to 1:15 pm-Monday & Friday
 11:45am to 1:15pm-Tuesday, Wednesday, Thursday

Days of Week 5 Days per week

Total Number of Hours: 8 Hours per week

Grade 3 **Scale Point 4**
Actual Salary **£4,866.56**
Permanent Position

PURPOSE AND SCOPE OF THE POST

Midday supervisory assistants are responsible, under the direction of the Headteacher for helping with the care and supervision of children in the school during the midday period, between morning and afternoon lessons. The work will be carried out in the dining room, school or playgrounds. The exact duties will be laid down by the Headteacher in accordance with the specific needs of the school, but these will normally include:

PRINCIPAL DUTIES AND RESPONSIBILITIES

Dining room – Care and Supervision of Children including:

- Control of groups or queues waiting for service in accordance with school organisations
- Supervision and control of table behaviour, assisting children where necessary
- Assistance with food distribution – particularly dispersed dining
- Supervision or assistance with service
- Supervision of return of dirty dishes
- Supervision of hygiene

Playground and other Areas:

- Supervision of hand washing;
- Care and supervision of children in playgrounds and other parts of the school, including toilets
- Group activities e.g. round games, singing games, skipping, ball playing etc

- Use of school resources to be agreed with Headteacher, e.g. use of paper, paint, pencils, etc.

SUPPORT FOR THE PUPIL

- Establish good working relationships with pupils
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by other adults and children.

SUPPORT FOR THE TEACHER

- Communicate with other members of staff as need to support school policies
- Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested.
- Promote positive values attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under teacher's supervision.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality, behaviour and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- First Aid - responsible for rendering first aid in the case of a simple accident or for calling assistance in more serious cases- ALL accidents are to be recorded in the accident book
- Assist in the specific medical and care needs of children when specific training has been undertaken.

NOTE:

Notwithstanding the details in this job description, the jobholder will undertake such duties as may be determined by the Headteacher from time to time up to or on a level consistent with the principal responsibilities of the job.

- | | |
|------------------------------|--|
| • Closing date: | Wednesday 30th September 2026 at mid day |
| • Shortlisting : | Thursday 1st October 2026 |
| • Inteviews : | Tuesday 6th October |
| • Start Date of Post: | Monday 19th October 2026 |

Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen