

Opportunity at Oakhill Primary School

Midday Meals Assistant Required

Workplace:	Oakhill Primary School
Start Date:	ASAP
Salary:	Scale 1 point, Spine point 2 – 3 Actual pro rata salary – £5,058.47
Hours:	Monday to Friday – 7.5 per week. 12pm – 1.30pm Term Time Only 44.86 weeks (38 weeks' term time + 5 INSET) Permanent Position

We believe that all pupils deserve high quality education, which engages, inspires and challenges; so that everyone meets their full potential. We strive to create safe and happy learning environments, which promote independence and high expectations of all. We are committed to providing opportunities, which promote open mindedness, empathy and celebration of the rich and diverse communities which we serve; so that everyone is able to contribute positively to society. We are dedicated to promoting healthy lifestyle choices so that our pupils develop physically, emotionally and morally. We are determined that our pupils will be successful and will leave us as confident, highly educated members of the community.

We are seeking to appoint an enthusiastic and proactive Midday Meals Assistant to work as a member of our team.

We are looking for someone with:

- A positive outlook who is able to ensure the children are at the heart of all your actions
- Has experience of working with children
- Excellent written and spoken communication skills
- Ability to use own initiative and work as part of a team
- Ability to work in a highly pressured environment to meet demands and deadlines
- Willingness to work flexibly
- Will contribute to a positive safeguarding culture

To download an application pack, please visit our website at <https://www.oakhillschool.org.uk/>

Please submit all completed Applications to Chloe Foulger at chloe.foulger@opossumed.org

Only applications submitted on the school's application form will be considered.

**Closing dates for applications is Sunday
26th October 2025
Interviews to be held on Tuesday 4th
November 2025**

All posts are subject to an enhanced DBS clearance and Satisfactory References and candidates are required

to submit a self – disclosure form with their application.

The school is registered in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018) as currently set out in the Data Protection Bill. The school is required to share some of the data with the Local Authority and with the DfE.

JOB DESCRIPTION

Job Purpose

Under the direction of the supervisor/Head of School, to effectively supervise pupils during the lunch period, providing a continuous presence. To ensure the safety, welfare and conduct of pupils in accordance with school policy.

Midday Assistants have a shared role within the school in helping to raise the social achievements of pupils. They are responsible for ensuring that lunchtimes are an enjoyable and safe experience for all the children, so that they are physically and mentally prepared to learn during the afternoon

Key Duties and Responsibilities

- 1 To be responsible for supervising a group of pupils in the dining hall and others parts of the school during the lunch period, helping to organise the dining area and playground space appropriately.
- 2 To promote the school behaviour policy, assisting with maintaining discipline and supporting children to resolving conflicts in a positive way. To deal with incidents of misbehaviour by appropriate intervention and report serious incidents to the senior midday supervisor/duty teacher/head teacher as appropriate.
- 3 To assist in the dining area and encourage good eating practices, ensuring safety with cutlery and courtesy towards servers and monitors. To encourage children to eat their midday meal and assist with cutting up food, pouring liquids, etc where necessary, paying particular attention to those with special needs or disabilities.
- 4 To be aware of pupils on special or restricted diets for medical reasons from information provided.
- 5 To deal promptly with minor incidents, e.g. cleaning up food spillages, pupils' accidents with toileting and changing clothes.
- 6 To tend to pupils who are sick or injured in accordance with the school's accident/injuries procedures, administering initial first aid and reporting serious injuries to the named first aider and/or supervisor/head teacher as appropriate.
- 7 To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures.
- 8 To assist with both inside and outside play activities encouraging all children to take part, to co-operate and show respect for others.
- 9 To ensure that pupils keep out of areas that are out of bounds and don't leave the school premises. To be aware of security procedures with regard to entrance and exits and to approach visitors and direct them to the appropriate contact person.
- 10 To be aware of responsibilities under child protection legislation and report any concerns to a senior supervisor or the Head of School.
- 11 To take part in the school's performance management framework for support staff and participate in training and development activities as required.

- 12 In addition to the specific responsibilities of the post, as a member of the support team, the post holder will be expected to assist with other tasks of a similar nature, appropriate to the grade, as directed by the Head of School.

In addition, all school employees are expected to:

- Have a full commitment to the Council's Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of the Authority.
- Uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or Council Policies and procedures.

Other requirements:

- To attend and participate in staff meetings.
- To participate in training and performance management as required.
- To have an up-to-date Enhanced DBS Disclosure

PERSON SPECIFICATION

(All of the below points are essential for the role)

JOB REQUIREMENTS	Essential	Desirable
Qualifications and Experience		
Current First Aid Certificate		↗
Experience of working with children	↗	
Experience of working as part of a team to achieve objectives		↗
Education and Training		
Ability to communicate effectively in English	↗	
Ability to speak a community language other than English		↗
Skills, knowledge and abilities		
Ability to have positive interactions with adults and children of all ages	↗	
Ability to work with children from a wide range of social and cultural backgrounds	↗	
Ability to help children resolve conflicts constructively	↗	
Ability to deal in a calm and confident manner with behavioural issues	↗	
Ability to deal effectively with minor accidents and injuries	↗	
Able to maintain confidentiality at all times about school issues, within school and in the wider community	↗	
Knowledge and understanding of Health & Safety standards within a school setting, particularly security		↗
Other Job Specific Requirements		
A willingness to promote the ethos of the school	↗	
Commitment to the Council's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.	↗	
Commitment to understand and comply with the requirements of the Health and Safety at Work Act 1974.	↗	
Disqualifying Factors		
Indication of sexist, racist, or anti-disability attitudes or any other attitudes in conflict with the Council's Equal Opportunities Policy		
An inability to provide relevant documentation which permits working in the UK eg passport, visa and work permit, birth certificate		