

CHERRY TREE ACADEMY – MIDDAY ASSISTANT REQUIRED

Midday Assistant REQUIRED

Salary Range - starting salary Scale 2, Point 4 - £4,399 per annum

Part Time – 7.5 hours per week (11.45am - 1.15pm Monday - Friday), term time only - 38 weeks

Cherry Tree Academy are looking to appoint an enthusiastic, reliable and motivated individual to join our friendly team supervising children through their lunch break.

Duties include:

- Preparing and/or clearing the dining hall
- Encouraging good dining room practices
- Provide playground supervision and support
- Provide basic medical care where necessary (training will be provided)
- Encouraging group games
- Ensuring the safety and wellbeing of our children

You must have:

- a flexible "can-do" approach
- the ability to communicate with children in a firm but fair manner
- good organisational skills
- patience and understanding

We can Offer:

- Positive, well behaved and happy children
- A supportive, dynamic and caring team
- Professional development
- Good links with other local schools within our MAT
- A supportive and enjoyable working environment with a commitment to safeguarding and promoting the welfare of our children.

If you feel that you could be the person we are looking for, we would love to hear from you. Visits to our school are encouraged, please contact the school office on 01206 575224 to arrange an appointment.

Cherry Tree is a one-form entry primary school in Colchester, catering for children 4-11 years old and is part of Inspires Multi Academy Trust.

As a small school, we pride ourselves on being a welcoming and friendly place, where all pupils are supported to reach their full potential, both academically and as developing individuals within our close community.

The Cherry Tree team is made up of staff with a range of experience, who come together to form a hardworking and dedicated team, focused on ensuring that children have the best start to their education. We believe that when there are strong links between home, school and the wider community, children learn best.

Inspires Multi-Academy Trust are committed to:

- Safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
- Promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs;

and expects all staff, volunteers and other workers to share this commitment.

It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

The appointment will be subject to an enhanced DBS check, medical clearance and satisfactory references.

Closing Date 14TH October 2026

Interview date TBC

Midday Assistant - Job Description

Job Title	Midday Assistant
Grade	Scale 2
Reports to	Headteacher/Head of School/CEO
Responsible for	Not Applicable
Liaison with	Pupils, Administrators, Headteacher/Head of School Teaching staff CEO/COO, other school and MAT staff
Job Purpose	Acting as part of a team, to take care and control of all the children on the school premises during the midday break between the morning and afternoon teaching sessions.
Principal Accountabilities	To maintain the safety, welfare and good conduct of the pupils during the midday break
Duties	- To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room. - To assist children with eating their meal if applicable. - To clear tables when meals are finished and clear up any associated spillages. - To enforce the necessary sanctions for maintaining good order. - To administer basic first aid as required (if you are a qualified first aider). - 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 pupils as appropriate. - Where necessary and appropriate to lead games and activities with the children. - To follow the schools procedures in relation to safeguarding and report any concerns regarding an individual child or group of children to the relevant person
General	- To attend relevant training and meetings as required. - To respect confidentiality at all times. - 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 understand and apply school policies in relation to health, safety, welfare and behaviour of pupils. • 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 Inspires MAT Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • To abide by the Inspires MAT Staff Dress Code at all times. • You may be required to work or attend at any of the schools within the Inspires MAT. • The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher/Head of School/CEO to carry out appropriate duties within the context of the job, skills and grade.
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MIDDAY ASSISTANT

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	
	Knowledge of relevant policies and procedures	Knowledge of First Aid
	Literacy	Basic reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use basic equipment e.g. photocopier, video
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Consult with children and other adults
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of games and activities which support learning
	Child Development	Understanding of the way in which games and activities can help children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school

	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role