# INSPIRES MAT

## MIDDAY ASSISTANT (NURSERY) - TEMPLARS ACADEMY

## Required ASAP

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

This position is for 5 hours per week, the working pattern will be 11.30am – 12.30pm, Monday-Friday, term time only.

Starting Salary: Scale 2, point 4, £2,933 per annum.

To be considered for this role candidates ideally should **be qualified to Level 2 or 3 in Early Years and Childcare**

Duties include:

- Provide supervision and support during lunchtime
- Provide intimate care where required.
- Provide basic medical care where necessary (training will be provided)
- Ensuring the safety and wellbeing of our children

You must have:

- a flexible "can-do" approach
- the ability to communicate with children
- good organisational skills
- patience and understanding
- Previous experience would be an advantage.

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

**Reach, Believe, Achieve**

**being the best that we can be.**

At Templars Academy, we inspire our children to **reach** for the stars, **believe** in their potential, and **achieve** excellence in all aspects of their lives through an inclusive, high-quality education and a nurturing school community. We are dedicated to fostering an environment where every child thrives, is encouraged to aspire to their highest academic, personal, and social capabilities, and is empowered to be the best they can be - reaching their full potential.

Our dedicated staff work tirelessly to deliver a broad and ambitious curriculum that challenges and inspires, ensuring that all children make excellent progress and develop a lifelong love of learning. Alongside academic success, we place great importance on personal development, nurturing social, emotional, and moral growth so that our children are well-prepared for the opportunities and responsibilities of life beyond school.

We are committed to continuous improvement, guided by our core priorities to enhance teaching quality, strengthen leadership, and foster consistent high expectations in behaviour and learning. Together with families and the wider community, we work to ensure that every child at Templars Academy can thrive and achieve their fullest potential.

Inspires MAT 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 difference backgrounds and circumstances is appreciated and positively valued;
- 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.

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

**Closing Date: 5th November 2026**

Interview date: TBA

# Inspires MAT

**Nursery Midday Assistant - Job Description**

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| **Job Title** | Nursery Midday Assistant |
| **Grade** | Scale 2 |
| **Reports to** | Headteacher/Head of School/CEO |
| **Responsible for** | Not Applicable |
| **Liaison with** | Nursery Pupils, Administrators, Headteacher/Head of School<br>Teaching staff<br>CEO/COO, other school and MAT staff |
| **Job Purpose** | Acting as part of a team, to take care of all the Nursery children on the school premises during lunchtime. |
| **Principal Accountabilities** | • To maintain the safety, welfare and good conduct of the pupils during the midday break |
| **Duties** | • To assist children with their meal and sitting in an appropriate place.<br>• To assist children with eating their meal if applicable.<br>• To clear tables when meals are finished and clear up any associated spillages.<br>• To enforce the necessary sanctions for maintaining good order.<br>• To provide intimate care during lunchtime where required (i.e. Nappy changing)<br>• To administer basic first aid as required (if you are a qualified first aider).<br>• To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.<br>• To provide pastoral care, guidance and routine advice to pupils as appropriate.<br>• Where necessary and appropriate to lead games and activities with the children.<br>• 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.<br>• To respect confidentiality at all times.<br>• To participate in the performance and development review process, taking personal responsibility for identification of |

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| | learning, development and training opportunities in discussion with line manager.<br>• To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.<br>• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace<br>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy<br>• 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.<br>• To abide by the Inspires MAT Staff Dress Code at all times.<br>• You may be required to work or attend at any of the schools within the Inspires MAT.<br>• 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. |

**MIDDAY ASSISTANT**

| General heading | Detail | Examples |
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| **Qualifications & Experience** | Specific qualifications & experience | Educated to Appropriate Level 3 or above in early years, NNEB or equivalent qualification |
| | 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 |

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| | 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 |