

CHERRY TREE PRIMARY SCHOOL



RECRUITMENT PACK

Midday Assistant

"Bringing the best out in each other as we blossom and grow"

At a Glance

Job Title:	Midday Assistant
Scale / Grade:	Grade 3 / SCP 4
Hours:	6.25 hours (11:45pm – 1pm, Monday – Friday, Term Time)
Contract:	Permanent
Start Date:	As soon as possible
Closing Date:	12 noon on Thursday, 2 nd September 2026
Shortlisting:	Friday, 3 rd September
Interviews:	Monday, 7 th September 2026
Contact/Apply:	CherryTree_busman@sch.warrington.gov.uk



Document 1: Recruitment Brochure

Welcome to Cherry Tree Primary School

Thank you for your interest in the position of Midday Assistant at Cherry Tree Primary School. We are a vibrant, nurturing, and inclusive school community dedicated to providing the very best opportunities for our children to 'blossom and grow'.

Our Vision and Values

"Bringing the best out in each other as we blossom and grow"

At Cherry Tree, we believe that every child deserves a supportive environment tailored to their individual developmental needs.

Document 2: Job Description

Main Duties and Responsibilities

Supervision of the serving area and dining hall

- To set up the hall with tables etc. in preparation for lunch time.
- To organise and supervise the washing of hands and hygiene of infant/junior pupils.
- Organisation of the entry of the pupils into the dining room.
- General supervision of pupils during the service of meals.
- To maintain adequate standards of table manners and eating habits.
- To support the children as needed with opening food packets, cutting up foods.
- To organise and supervise the pupils during exit from the dining hall.
- To wipe down, fold and put tables away.
- To sweep the floor, mop as needed and empty the bins.
- *Welfare and supervision of all pupils before or after the meal in the playground, hall, corridors and classrooms as instructed by Head Teacher/ deputy Head Teacher.*

Supervision of outdoor or indoor play

- Check that each area of the playground, adventure trail and trim trail are safe for use e.g. not wet or icy
- The organisation and management of large numbers of pupils.
- To promote good pupil behaviour, dealing promptly with conflict or incidents in line with the school's Behaviour Charter and anti-bullying policy. (This policy can be found on our website.)
- To promote positive playground behaviour and encourage children to participate in co-operative playground games.
- In the event of a wet play, to supervise all areas of the school used by the children.
- To provide minor first aid treatment for accidents and to record such treatment.
- To report all accidents/illnesses to the relevant class teacher.
- *To inform all members of the midday team, if a pupil is to remain indoors.*
- To recognise and reward good behaviour/achievement in line with school ethos and values.
- Assist in the specific medical and care needs of children when specific training has been undertaken.

Safeguarding

- To carry out responsibilities under common law and the Health and Safety Act and to adhere to the school's health and safety policy. (This policy can be found on our website.)
- To report any matters involving child protection immediately to the Head Teacher.
- To ensure that local authority policies on equality are adhered to by treating all children equally irrespective of protected characteristics e.g. age, disability, gender, race, religion or belief, sex, and sexual orientation

General

- To undergo training as required.
- *Such other duties as may be required by the Head Teacher or Deputy Head Teacher.*

- Providing line management to a team of play workers, directing the work of staff based at the after-school club, supervising their activities and inducting new staff members.
- Working with all staff to provide care, as well as play opportunities and activities in a homely, nurturing and safe environment, with regard to the individual developmental needs of the children.
- Liaising with parents to encourage parental involvement and support for the after-school club.

Management and Administrative Duties

- Implementing and regularly reviewing all policies and procedures of the after-school club.
- Maintaining all records relating to the after-school club in accordance with data protection and freedom of information legislation/regulations.
- Liaising with the Cherry Tree School Business Manager regarding all financial matters including: ordering and purchasing resources; bookings; and collection of fees. Ensuring that any monetary transactions are handled and documented as directed by the Cherry Tree School Business Manager.
- Maintaining records of staff attendance, checking and authorising their overtime claims, and managing staff absences and lateness.
- Effectively managing the occupancy levels of the after-school club and offering childcare places.
- Developing professional working relationships with the Cherry Tree School and all relevant professionals and authorities.
- Monitoring and evaluating the quality of the after-school club's service.
- In partnership with the School Business Manager manage the planning and organisation of the holiday camp. Specific dates agreed with the school.
- Working in partnership with the senior leadership team (SLT) to provide breakfast club provision.
- Maintaining working relationships with other site users.
- Ensuring that all staff work within the policies, guidance and procedures of the Cherry Tree School.
- Working in partnership with the Cherry Tree School's SLT to provide an appraisal system for staff, and to organise staff training to meet any identified training needs.
- Taking responsibility for personal professional development, including participation in annual appraisals, any necessary training, and attending after-school club manager's meetings to keep abreast of all current issues relating to the provision of wrap around care.

Health and Safety

- Maintaining an up-to-date knowledge of health and safety legislation/legal guidance.
- Undertaking the appropriate risk assessments for the after-school club, where necessary.
- Ensuring that adequate standards of safety and hygiene are maintained throughout the after-school club, including the completion of appropriate risk assessments, and the recording and reporting of hazards and incidents.

Safeguarding

- Effectively manage the behaviour of pupils in accordance with Cherry Tree School's Behaviour Policy.

- Maintaining an up-to-date knowledge of child protection and safeguarding legislation/legal guidance.
- Having due regard for safeguarding and promoting the welfare of children and young people, and for following the child protection procedures adopted by the Cherry Tree School.
- Undertaking an initial assessment, including any safeguarding complaints/issues relating to staff members/parents/volunteers working at the after-school club, and reporting the outcomes to the designated safeguarding lead.

General Duties

- Contributing to the quality assurance process of the Cherry Tree School and the after-school club.
- Contributing to the development of the school improvement plan and to the fulfillment of its objectives.



Document 3: Person Specification

Criteria	Essential	Desirable
Qualifications & Experience		• Degree or equivalent in childcare • Enhanced DBS check & barred list check • Previous experience in a childcare setting or school
Knowledge & Skills		• Recent experience working with children aged 4-11 • Up-to-date knowledge of safeguarding legislation • Up-to-date knowledge of health & safety legislation
Abilities & Aptitudes	• Excellent communication skills	
Personal Qualities	• Commitment to equal opportunities • Team player • Passionate about childcare & education • Caring, nurturing, patient & tolerant manner • Willingness to promote school values & mission • Creativity & flexibility	• Good sense of humour