



# Applicant Pack



**Midday Assistant**

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THE  
**Pinnacle**  
LEARNING TRUST

**[www.pinnaclelearningtrust.org.uk](http://www.pinnaclelearningtrust.org.uk)**



# Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Should you have any questions over the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

All completed applications must be returned by 12 noon on the closing date on the advert.

We cannot accept information held on CV's and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements, using the job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing and how you were supported.

Teaching staff roles only are requested to provide results from the last three academic years within the application process.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,  
HR Central Services

\*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.





# Job Description & Person Specification

## Job Description - Midday Assistant

### Main Purpose of the Post:

Responsible to the Midday Supervisor, Business Manager and Principal to support the effective operation of school catering provision. Assisting with supervision of lunchtime arrangements to support the raising of standards of achievement and attainment of students.

### Main Duties:

- To liaise with the Midday Supervisor and Business Manager regarding lunchtime provision
- To operate in line with the ethos, culture, overall aims and policies of the school
- To assist with the smooth running of the dining hall over the lunchtime period
- To ensure that tables are clean and prepared for each sitting.
- To work with students, including those with additional needs, to ensure a calm, sociable atmosphere over lunchtime
- To support service of food in the dining hall taking account of pupils' allergies
- To assist in the supervision of students back into class and in the playground
- To encourage a positive approach with the students and maintain a supply of rewards
- To try to deal with any problems but where necessary refer behavioural and First Aid problems to senior school staff
- To encourage play activities during lunchtimes
- To record any specific problems and report to the Midday Supervisor
- To build up a positive relationship with the children
- To note and report as necessary any matters affecting Health and Safety of persons on site
- To ensure that school corridors and are kept tidy and free of litter at lunchtimes
- To ensure the dining areas are kept clean and tidy
- To work flexibly and undertake, when required, other duties associated with supporting the needs of students/staff as may reasonably be determined by school staff

### Requirements of all Staff:

- To promote and uphold the Trust Mission Statement, values and strategic aims and objectives.
- To comply with the Trust's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, pupils, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the Trust's Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Executive Principal.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Ensure any documentation produced is to a high standard and is in line with the agreed style.
- Promote their area(s) of responsibility within the school/academy and beyond.
- Represent the school/academy at events as appropriate.
- Support and promote the school ethos.

Reporting to:

The Principal and/or Senior Leaders  
Midday Supervisor and Business Manager

	Essential	Desirable	Method of Assessment
<b>Experience</b>			
Experience of working in Education		✓	Application/Interview
Experience of supporting pupils with additional needs		✓	Application/Interview
<b>Skills and Knowledge</b>			
Willingness to engage in relevant training and ability to improve own practice as a result.	✓		Application/Interview
<b>Education and Qualifications</b>			
Good Standard of Education	✓		Application
A good knowledge and understanding of safeguarding practices and procedures.		✓	Application/Interview
<b>Attitude and Personal Qualities</b>			
Accuracy and attention to detail	✓		Application/Interview/References
Ability to work independently and as part of a team	✓		Application/Interview/References
Confidence in your abilities to deal with problems as they arise in a professional manner.	✓		Application/Interview/References
Ability to multitask, work under pressure and meet deadlines	✓		Application/Interview/References
A proactive approach and willingness to contribute to departmental improvements	✓		Application/Interview/References
Good Interpersonal skills and ability to establish and maintain good working relationships with others.	✓		Application/Interview/References
Patience and ability to remain calm	✓		Application/Interview/References
An enthusiastic and flexible approach to working routines and practices	✓		Application/Interview/References
Suitability to work with children	✓		Enhanced DBS clearance/References
Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues	✓		Application/Interview
Empathy with the age group and the provision of a quality service for young people	✓		Application/Interview

# How To Apply

To apply, please click [here](#).

## Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Cycle to work schemes available
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Free on-site parking
- Excellent opportunities for CPD and career development
- Please see our Join The Pinnacle Learning Trust Booklet for more reasons to work for the Pinnacle Learning Trust.

## Commitment to Safeguarding

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

**“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”**

**Rebekah Sutcliffe, Trustee and former senior police officer and director in local government**

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**To find out  
more or to  
apply:**

[pinnaclelearningtrust.org.uk](https://pinnaclelearningtrust.org.uk)  
[hr@pinnaclelearningtrust.org.uk](mailto:hr@pinnaclelearningtrust.org.uk)

**0161 287 8001**



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