

Trinity School
Dagenham Heathway
Essex RM10 7SJ
Tel: 020 3435 5959 Fax: 020 8270 4969
Headteacher: Sue Ball
Email: eadair@trinity.bardaglea.org.uk
(Roll: 290, 3 – 19 years)

Temporary Midday Assistant/s
£10.80 per hour (LLW/Scale 1b Grade)
10 hours per week (2 hours per day) term time only
To start: ASAP

The School requires Temporary Midday Assistants. Previous experience of working with children or in the caring profession is essential. It is also preferable that the successful candidate has had experience of working with SEN children.

The successful candidate must have previous experience of dealing with very difficult and sometimes aggressive behaviours, along with being able to demonstrate a clear commitment to working with children who have severe learning disabilities.

The post will require staff to carry out intimate hygiene tasks, such as the supervision of toileting or, changing children who are not continent. Therefore, the successful candidate must be willing to do so with support and training.

Previous applicants need not apply.

To apply, please visit our School website <http://www.trinityschooldagenham.org.uk/Vacancies-1/> where you can download an application pack or for further details, please contact Eimear Adair, HR Assistant via email: eadair@trinity.bardaglea.org.uk

Closing date – 3pm on Wednesday 23 January 2019

Trinity School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. An enhanced criminal record check via the DBS will be undertaken for the successful candidate.

This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a disclosure check will be undertaken on all applicants.

Trinity School

JOB DESCRIPTION

POST HELD: Temporary Mid-day Assistant

SALARY SCALE: Scale 1b/ LLW

POSTHOLDER:

DATE: February 2019

REPORT TO: Mid-day Supervisor

Main Tasks

1. To ensure that the canteen facilities, furniture and equipment are set out in the school hall and stored away according to the specification.
2. To supervise and assist the students during the meal time.
3. To supervise and ensure the students' safety and welfare during the mid-day break.
4. To be responsible for the students' intimate personal care during their lunch break. This may include supervision of toileting or changing a child who is not continent.

Job Activities

1. To respond to and relate to the students in a manner which is in line with the philosophy of the school and appropriate for their special educational needs.
2. To set out the canteen furniture and equipment in the school hall prior to the meal.
3. To assist the students with eating and the use of cutlery and utensils.
4. To assist the students with the clearing away of their eating utensils and the clearing of their table at the end of the meal.
5. To clear up any spillage of substances likely to be hazardous to movements during the mid-day period.
6. To supervise students whilst moving from the dining area to the cloakroom.

7. To assist the students dressing for outdoor play and change students who are not continent, as necessary. To supervise or assist as appropriate students' toileting.
8. To supervise students into and within designated play areas.
9. To ensure that play activities are undertaken sensibly and safely at all times.
10. To report any injuries to the senior member of staff on duty.
11. To supervise students during wet weather in designated areas as directed by the Site Manager. As required, play games, give out drawing materials and read stories etc. to students in classrooms during inclement weather.
12. To understand and comply with Health and Safety regulations.
13. To approach visitors entering school premises following school agreed procedures.
14. To assist in maintaining appropriate behaviour, deal with minor problems, report serious incidents to senior member of staff on duty.
15. To understand and comply with the Council's Equal Opportunities Policy.

The job description will be subject to annual review by the Headteacher and the postholder in order to take into account the changing needs of the school and conditions of service as outlined in the current document.

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Postholder Date

Headteacher Date

Person Specification

Post Title: Mid-day Assistant

Grade: Scale 1b

<i>Factors</i>	<i>Essential</i>
Qualifications	Educated to at least GCSE or equivalent
Training	Evidence of First Aid Certificate (not essential)
Experience	Working with children or in the caring profession Working with SEN Children (preferable, not essential)
Knowledge and Skills	Dealing with very difficult and sometimes aggressive behaviours Working in a Team Willing and able to carry out hygiene tasks (personal care/changing a pupil)
Safeguarding	Completed Disclosure/Declaration Form
Personal Qualities	Empathy with the aims of the school and to our pupils Ability to demonstrate a clear commitment to working with children with severe learning disabilities
Equal Opportunities	Commitment to the Council's Equal Opportunities Policy
Disqualifying Factor	Indication of sexist, racist, and anti-disability attitudes or any other attitudes inconsistent with either the Council's Equal Opportunities Policy or the School's Safeguarding Children Safe Recruitment Policy and Procedures.
Other relevant factors	All successful applicants will be offered a role subject to receipt of a satisfactory DBS check at an enhanced level.