



## **Midday Assistant**

**Oakdale Junior School**

**Grade C, SCP 3-4 (£12.85 - £13.05 per hour)**

**Actual Salary £3,550 - £3,606 pro rata per annum**

**6.25 hours, weeks per year (term time + 0.6 weeks of training)**

**Starting February 2026**

Oakdale Junior School is a large, purpose-built school which enjoys a hugely positive reputation within the community it serves. The school is a busy, thriving community with impressive facilities and a supportive senior leadership team. Due to the increased popularity of our wonderful school and ever-growing pupil numbers Oakdale Junior School has a number of new and exciting roles available. The school is part of Coastal Learning Partnership Multi Academy Trust; a vibrant, collaborative Trust of twenty schools working together around shared goals, values and aspirations.

We are currently seeking to appoint a Midday Assistant to join our positive and highly skilled team as soon as possible. Midday Assistants are responsible for either working in the servery, serving meals and dishwashing or supervising pupils during the lunch break, and maintaining a clean and hygienic area in which to eat food. Ideal candidates should have some experience with working with children and a willingness to undertake training.

Please visit the school website for further information about the school [www.oakdalejunior.co.uk](http://www.oakdalejunior.co.uk) or phone 01202 685800. The vacancy is listed on the Coastal Learning Partnership website [here](#)

**Internal candidates (current employees at CLP only):** Please send the following to [office@oakdalejunior.coastalpartnership.co.uk](mailto:office@oakdalejunior.coastalpartnership.co.uk) :

- An Expression of Interest, addressed to Ms Ali Sinclair
- An up-to-date CV
- Details of two referees, including email addresses (these can be internal or external to CLP)

**External candidates:** Please send a completed application form to:  
[office@oakdalejunior.coastalpartnership.co.uk](mailto:office@oakdalejunior.coastalpartnership.co.uk)

**Please note that CVs are not accepted from external candidates.**

**Closing Date:** Friday 30<sup>th</sup> January 2026

**Interviews:** To be confirmed

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, and Enhanced DBS check, Child Barred List check and satisfactory references. CLP will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not on the appointment panel will conduct the search and will only share information if and when findings are relevant and of*



concern. Applicants are advised that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children.

CLP is committed to creating a diverse environment and is proud to be an equal opportunity employer. All applicants who meet the person specification will receive equal consideration for employment. We value the fact that our schools are very different, as are our colleagues within them. Our culture is one in which colleagues serve and inspire each other in the spirit of professional generosity; colleagues are empowered to be themselves and to be their best. At CLP, everyone is welcome and encouraged to achieve and be heard.

Coastal Learning Partnership offers its employees a range of benefits, including:

### Financial

Competitive Salary

Recognising Continuous Service from other relevant employments

Higher than average Pension Contributions via our Occupational Pension Schemes

Holiday pay, increasing with service

Occupational Maternity and Paternity pay

### CPD and Training

Excellent networking and training and development opportunities for all staff, from courses and qualifications to effective appraisal and internal transfer and promotional opportunities

### Medical and Wellbeing Support

Free and confidential counselling, physiotherapy, weight management support, menopause help, personal training, GP referral service and some private surgical procedures

### Employee discount schemes

Discounted BH Active Membership

Discount schemes offering a range of high street, restaurant, holiday, finance and other benefits

Cycle and Tech Schemes offering discounted equipment via payroll

Free Eye Tests for VDU





## Job Description      **Midday Assistant**

Start Date:	February 2026
Responsible to:	Office Manager
Location:	Oakdale Junior School
Grade:	Grade C SCP 3-4 (£12.85 - £13.05 per hour)
Hours of work:	6.25 hours per week
Contract type:	Permanent
Disclosure Level:	Enhanced Disclosure & Barring Service Check

### **Overall Purpose**

Responsible for supervising pupils during the lunch break and maintaining a clean and hygienic area in which to eat food.

### **Safeguarding**

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, Enhanced DBS check and satisfactory references.*

### **Duties and Responsibilities**

- Be ready at the classroom / playground five minutes before lunchtime with the necessary equipment
- Ensure pupils have clean hands before eating.
- Encourage good table manners and orderly behavior.
- Clean tables, chairs and floor, if necessary, at the end of lunchtime and return equipment to the designated area. This can begin as the children on each table all finish their meal.
- Work with your colleagues to cover the playground and the classrooms / hall during any changeover.
- Undertake care of all pupils during the lunchtime period, administering simple first aid as required or advising first aider, clearing up any sickness and circulating among the children in the eating area and playground.
- Keep a check on the inside of the school throughout the lunchtime.
- Report any major injury to the Head or Deputy.
- Ensure that no pupil leaves the premises during the lunchtime without permission. Check and challenge any unknown persons on the site.
- All visitors to the school during the lunchtime should be approached and escorted to the office.
- Undertake playground duties to supervise pupils in the designated areas.
- Undertake care of the pupils in the classroom if the weather is wet.
- If a class is absent from school on a visit any 'spare' supervisor will 'float' to give extra assistance.



- One supervisor should be responsible for the locking of the necessary outside doors during the lunch period and the unlocking at the end of the period, if required.
- After lunch supervisors are to clean up in the kitchen, washing any items used (plates, knives etc.) if there are not enough Kitchen staff.

#### **Additional Information**

- It may be necessary for duties and responsibilities other than those outlined and specified to be undertaken at times.

#### **Supervisory / Managerial Responsibility**

- Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

#### **Career / Salary Progression**

- Professional development of the role is encouraged by the trust and the Operations Manager will undertake to arrange this, where possible, on request.

#### **Safeguarding Responsibilities**

- Be aware of who is the school's Designated Safeguarding Lead.
- To strictly follow the school's policy and procedure for safeguarding children.

*Whilst every effort has been made to explain the main duties and responsibilities of the Midday Assistant role, each individual task will not be identified. It is expected that all colleagues will endeavor to deliver any tasks identified as reasonable by the Deputy Headteacher.*



## Person Specification

## Midday Assistant Level 1

Criteria	Essential	Desirable
Qualifications:		<ul style="list-style-type: none"><li>• Basic First Aid training</li><li>• Food Hygiene training (both can be provided by the school)</li></ul>
Experience:		<ul style="list-style-type: none"><li>• Working with children in primary schools</li></ul>
Professional knowledge:		<ul style="list-style-type: none"><li>• Able to work constructively as part of a team</li></ul>
Professional skills & abilities:	<ul style="list-style-type: none"><li>• Ability to work with individuals and small groups of children</li><li>• Willing to undertake training as required</li><li>• Satisfactory DBS clearance (will be confirmed as part of pre-employment checks)</li></ul>	
Physical skills & abilities:	<ul style="list-style-type: none"><li>• Ability to work with and control children showing care and understanding</li></ul>	<ul style="list-style-type: none"><li>• Able to exert moderate physical effort; crouching or bending when working with pupils.</li></ul>

Whilst originally based at Oakdale Junior School, the post holder may be required to travel to other local sites, including other CLP schools.