

Midday Assistant

Heatherlands Primary School

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

Grade 2, SCP 2-4 (£12.65 - £13.05 per hour)

Actual Salary £4,693 - £4,891 pro rata per annum

Starting April 2026

Enjoying Learning Together....

Heatherlands Primary School is a popular & successful school rated 'good' at our last Ofsted inspection. With a broad and varied curriculum, active community engagement and forest school provision this school really does focus on providing a wide range of opportunities to its children so that they are confident, compassionate, respectful and resilient – and well prepared for their future education and lives.

Heatherlands Primary School is one of the largest schools within the Coastal Learning Partnership, a vibrant, collaborative Trust of twenty schools working together around shared goals, values and aspirations.

We are looking to appoint a Midday Assistant to join our Midday team. The successful candidate will be responsible for supervising pupils during the lunch break and maintaining a clean and hygienic area in which to eat food.

For more information about the role please contact the school office on 01202 743918. Please visit the school website for further information about the school www.heatherlands.poole.sch.uk

Internal candidates (current employees at CLP only): Please send the following to heatherlands.recruitment@coastalpartnership.co.uk :

- An Expression of Interest, addressed to Mrs Vicki Grady
- 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:
heatherlands.recruitment@coastalpartnership.co.uk

Please note that CVs are not accepted from external candidates.

Closing Date: Midnight, Sunday 8th February 2026

Interviews: Thursday 12th February 2026

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 be 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 offense 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:	April 2026
Responsible to:	Office Manager
Location:	Heatherlands Primary School
Grade:	Grade 2 SCP 2-4 (£12.65 - £13.05 per hour)
Hours of work:	7.5 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 the lunchtime with the necessary equipment
- Ensure pupils have clean hands before eating.
- Encourage good table manners and orderly behaviour.
- 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 endeavour to deliver any tasks identified as reasonable by the Deputy Headteacher.

Person Specification **Midday Assistant**

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

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