**MIDDAY ASSISTANT**

Responsible to the School Business Manager

**Hours**: 7.5 hours per week, 38 weeks per year, working between the hours of 11.45 am and 1.15 pm

**Salary**: Grade 2 – SCP 2 salary FTE £24,413, (pro rata salary £4,160)
**Start Date**: ASAP

The appointment is temporary in the first instance to be reviewed in June 2026

**About the Role**

Alsager Highfields Primary School has a temporary vacancy for a dedicated Midday Assistant to support the pupils during their lunchtime. This role helps to ensure the safety and supervision of the pupils both in the dining area and during the playground activities. Organising age-appropriate activities during inclement weather, ensuring the school behaviour policy is adhered to and refer to senior members of staff in cases of emergency.

The successful candidate will work collaboratively as part of an effective team.

**Key Responsibilities**

* Ensures the safety of students during the lunchtime period, taking into account student ages and behaviour.
* Refers to senior members of staff on duty in cases of emergency; or, if unable to contact staff, call the front office.
* Performs basic cleaning of tables and tidying in the canteen or food area
* Assisting pupils where necessary

**Ideal Candidate**

We are looking for someone who:

* Shares our inclusive school values
* Has experience working with children
* Is team-oriented and can show initiative to undertake their duties
* Is sensitive to the needs of pupils, kind is hard-working, adaptable, and has a good sense of humour

**Why Alsager Highfields Primary School?**

Alsager Highfields Primary School is a highly-effective and thriving school, where pupils are a joy to work with. Their exemplary behaviour and attitudes are underpinned by a culture built on positive relationships. We are part of The Cornovii Trust, committed to safeguarding and promoting the welfare of all children; therefore, applicants for this post will be subject to stringent vetting and induction processes. Training will be provided where necessary.

TCT currently comprises of Alsager School, Alsager Highfields Primary school, Weston Village Primary School, Brine Leas School, Nantwich, Audlem St. James CofE Primary School and Pear Tree Primary School, Nantwich, and from January 2025 Stapeley Broad Lane CofE Primary School, Nantwich joined our Trust.

**How to Apply**

Interested candidates are encouraged to view the school. Please contact the school office to make an appointment. An application form can be downloaded from the website: Vacancies - The Cornovii Trust or contact Alsager Highfields School on 01270 882472. Please return application forms to HR@thecornoviitrust.org

If you have any specific questions about the role, feel free to contact Rachel Woollam, Headteacher, at head@alsagerhighfields.cheshire.sch.uk.

**Closing Date**: 9.00am **Friday 17th October 2025
Interview Date**: TBC

Please note we reserve the right to hold interviews as and when applications are received therefore this job may be withdrawn without notice.

Join us at Alsager Highfields Primary School and make a significant impact on a child's educational journey. We look forward to welcoming you to our team.

Top of Form

For an application and further information, please contact the school office on 01270 814848.

The appointment is subject to satisfactory pre-employment checks, including an enhanced DBS disclosure.

Alsager Highfields School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.  The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.