



Chelford¹⁷⁵⁴
C of E Primary School

Happy to Serve

Job Application Pack

Midday Assistant

4.5 - 7.5 hours per week

Monday - Wednesday (option of
additional days Thursday and / or Friday)

Learning to Love Together;
Loving to Learn Together



Middy Assistant Application Pack

Position: Middy Assistant

Salary: Grade 2 (SCP 2) £12.65per hour

Contract: Temporary

Hours: 4.5 hours / week; Monday - Wednesday 11:45m - 1:15pm (with option of increasing to 7.5 hours / week by working additional days Thursday and / or Friday)

DBS check: Enhanced

Start Date: As soon as possible

Closing date: 12:00noon Monday 16th March 2026

Interviews: Friday 20th March 2026

Chelford CE Primary School is seeking to recruit a kind, compassionate and enthusiastic Middy Assistant to join our friendly team to help serve lunches and to supervise children during the lunchtime period.

We are looking for someone who possesses a positive, 'can do' attitude, flexibility and a desire to ensure that our pupils enjoy a pleasant and happy lunchtime experience. In addition, the successful candidate will be committed to ensuring the safety and wellbeing of all our pupils and help to lead games and activities whilst supervising pupils on the school playground.

We are looking for a team player; someone who is willing to work alongside our existing midday team and under the direction and supervision of the Headteacher / School Bursar. Excellent inter-personal skills and the ability to communicate in a positive, encouraging manner are essential qualities. The successful candidate will be a role model for our pupils and show high standards of professional integrity and a patient and empathic approach to assisting all pupils, especially those with special educational needs or disabilities.

Working hours: 4.5 hours per week: 11:45am - 1:15pm Monday - Wednesday.

To attract the right candidate, we would be willing to offer additional hours to 7.5 hours per week; this will include Thursday and Fridays. For additional flexibility, the option of a 4-day working week Monday -Wednesday plus an additional day of choice, would also be acceptable. .

Chelford CE Primary School is committed to promoting the wellbeing and safety of all pupils and staff and is wholly committed to safeguarding all members of the School community. Any appointment would be subject to an enhanced Disclosure and Barring Service (DBS) check and satisfactory references.

Applications should be forwarded to Andy Brady (Headteacher) at head@chelford.cheshire.sch.uk and include a completed Cheshire East application form and covering letter to outline your suitability for the role. To download the application form and job information pack visit the School website: <http://www.chelford.cheshire.sch.uk/Vacancies/>

Job Specification:

Duties relating to this position include:

- Setting up the school hall in preparation for lunchtime - arranging tables, chairs, cutlery, drinks etc....
- Supervising pupils as they enter the hall and helping to secure a pleasant, relaxing lunchtime environment for pupil
- Managing pupils' behaviour whilst they eat lunch in the hall
- Supervising pupils on the playground, ensuring their safety at all times
- Assisting in tidying away playtime games at the end of lunchtime
- Cleaning and tidying duties at the end of the lunch break to prepare the hall for afternoon learning activities
- Providing support to pupils and colleagues

Experience and skills:

Essential:

- High standards in integrity; able to work with discretion and confidentiality
- Willingness to undertake safeguarding training and to work within the parameters of the School's Child Protection and Safeguarding Policy

Desirable:

- Prior experience of working with children in an educational setting
- Previous midday assistant experience

Person Specification:

- Positive communicator - demonstrates high levels of emotional intelligence in relationships with others - including colleagues and families
- Positive attitude - possesses a 'can do' mentality and is proactive in finding solutions to potential problems
- Organised - is able to manage their tasks in an orderly and organised manner
- Patient and empathetic, able to calmly work with children who require additional support to play and help to resolve minor disputes
- Good sense of humour
- Team player - considers the needs of others and adapts to the needs of the wider organisation
- Willing to undertake CPD to extend skills and professional learning such as First Aid training