

# **Midday Assistant & Cleaner**

## **Candidate Pack**

**Salary:** MAT Grade 1, SCP 3  
– 4, £24,796—£25,185  
(£9,535—£9,685 pro rata) per  
annum

**Contract Type:** Permanent

### **Contract Term:**

Midday Supervisor—Term  
time only—1 hour per day

Cleaner—All year round—10  
hours per week (hours to be  
agreed)

**Location:** Bridgewater  
Park Primary School,  
Plantation Close,  
Castlefields, Runcorn,



Bridgewater Park  
Primary School

# Midday Assistant and Cleaner

## Salary

£24,796—£25,185 (£9,535—  
£9,685 pro rata) per annum

## Hours

Midday Assistant—1 hour per day

Cleaner—10 hours per week

## Contract Type

Permanent

## Closing Date

Monday 8th June 2026

We are looking to appoint a Midday Assistant (5 hours per week) and Cleaner (10 hours per week) to start with us as soon as possible. The Midday Assistant role is required to cover the schools lunchtime provision, whereas the cleaner role can be flexible with regards to start and end times.

### About us

At Bridgewater Park Primary School we believe that it is our responsibility to empower our children to overcome barriers, compete with the best and shape the future.

### Values

- **Kindness - we look out for each other.**
- **Integrity - we do the right thing.**
- **Tenacity - we do what it takes.**

These are the three core values we live by every day. Our values are continually promoted through our curriculum offer, behaviour and expectations. Children are encouraged to demonstrate our school values in all contexts.

Within our school community, everybody (staff, pupils and parents) promotes aspiration and ambition; encourages others to learn and achieve their potential; and celebrates all achievements.

### About The Heath Family

Our school is a member of the Heath Family Trust alongside seven other schools. We are highly collaborative and supportive of each other. Continuous professional development is driven by the Trust and we have a strong offer for teachers at all stages of their development. We want all our staff to flourish and grown in their classroom practice and leadership.

Our school is committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS check and the relevant barred list/prohibition lists.

# Job Description

## Midday Assistant

*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*

### **Key responsibilities: - (Midday Assistant)**

Ensure that the pupil/pupils are kept safe during the lunchtime.

Establish effective relationships with the pupil/pupils, acting as a role model at all times.

Ensure the orderly entry of the pupil/pupils into the dining hall.

Ensure good behaviour in the dinner hall and on the yard.

Direct pupil/pupils to a seat,

Supervise the pupil/pupils in the dining hall including general advice on table manners and procedures e.g. correct use of knife and fork

Encourage the pupil/pupils to eat.

Assist the pupil/pupils with cutting up food, pouring liquids etc. where necessary.

Ensure that the pupil/pupils clear up in a satisfactory manner.

Supervise the pupil/pupils in playground areas and on school premises before lunch and during lunch.

Supervise the pupil/pupils in class during wet play ensuring that the class is kept safe, calm and orderly.

Ensure that the pupil/pupils have been to the toilet and washed their hands ready for afternoon school.

Administer First Aid in school, comforting and cleaning the pupil/pupils as necessary

Promote the school's positive Behaviour Policy and actively model appropriate language and manners.

Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.

Encourage the pupil/pupils to interact with others positively and engage in activities in the playground.

Report any serious incidents to the Headteacher and class teacher.

Be aware of, and support, difference and ensure all pupils have equal access to opportunities to play, learn and develop.

Be willing to undertake training as necessary.

### **Duties and Responsibilities**

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

# Job Description

## Job Description – Cleaner

*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*

### Key responsibilities:

|                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To provide a good standard of cleaning to all buildings working within health and safety guidelines and meeting current legislation.                                                                      |
| To complete, on a daily basis, all duties <b>including Job Card</b> using specific floor plans.                                                                                                           |
| To wear, at all times, appropriate uniforms and other PPE as supplied in accordance with health and safety legislation.                                                                                   |
| Undertaken any training required to provide a safe service.                                                                                                                                               |
| To take care of corporate assets, bringing any defects to the attention of the line manager.                                                                                                              |
| Responsibility for completion of personal timesheet ensuring it arrives timely into the office on a monthly basis                                                                                         |
| Ensure good housekeeping, keeping cleaning stores clean and tidy ensuring implements stored correctly.                                                                                                    |
| To be vigilant and report any potential risks within your work area to your line manager preventing unnecessary incidents.                                                                                |
| Cleaning tasks may include any of the following for which training will be given: vacuuming, mopping, damp wiping, toilet/urinal cleaning, wall washing, carpet cleaning, stripping and polishing floors. |
| Follow audit requirements, Sign attendance book correctly increase productivity by arriving into the work area on time and leaving after fulfilling the contractual hours.                                |
| Work as part of a team appreciating and supporting the role of other people in the team.                                                                                                                  |
| Undertake personal development through training and other learning activities as required.                                                                                                                |
| Attend and participate in meetings as required.                                                                                                                                                           |
| Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.   |
| Be aware of and support difference to help ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.           |
| Undertake personal development through training and other learning activities as required                                                                                                                 |

Note: Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

### Duties and Responsibilities

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This job description will be reviewed at least annually as part of the Performance Management programme. The Head Teacher may modify it after consultation at any time to reflect or anticipate changes in the job, commensurate with the salary and job title.

## Person Specification

| Midday Assistant                                                                                                                                                       | Essential | Desirable |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Qualifications &amp; Experience</b>                                                                                                                                 |           |           |
| Current First Aid Qualification                                                                                                                                        |           | Y         |
| The Midday assistant should have experience of supervising children as a parent or carer                                                                               | Y         |           |
| In Addition, the Midday assistant might have experience of working with groups of children on a voluntary or paid basis                                                |           | Y         |
| <b>Knowledge, Skills &amp; Understanding</b>                                                                                                                           |           |           |
| The Midday Assistant should have knowledge and understanding of managing the behaviour of groups of children                                                           | Y         |           |
| In addition, the Midday Assistant might also have knowledge and understanding of Child Development and Social Interaction the Value of Constructive play opportunities |           | Y         |
| The Midday Assistant will be able to work as part of a group and individually.                                                                                         | Y         |           |
| Inspire trust and confidence in children.                                                                                                                              | Y         |           |
| Encourage high standards of pupil behaviour at all times.                                                                                                              | Y         |           |
| Liaise with staff in a professional manner, observe the boundaries of the role, and respect confidential information.                                                  | Y         |           |
| Initiate games and activities appropriate to the age of children.                                                                                                      | Y         |           |
| Relate to children on their level.                                                                                                                                     | Y         |           |
| Remain calm in a crisis.                                                                                                                                               | Y         |           |
| In Addition, the Midday Assistant might also be able to communicate effectively (Both Orally and in Writing) to an appropriate standard.                               |           | Y         |
| Recognise behaviour giving cause for concern and inform teaching staff.                                                                                                |           | Y         |
| Teach play activities to other Midday Assistants.                                                                                                                      |           | Y         |
| Examine systems critically and suggest ways of improving efficiency.                                                                                                   |           | Y         |
| <b>Personal Characteristics</b>                                                                                                                                        |           |           |
| Calm under Pressure                                                                                                                                                    | Y         |           |
| Empathetic                                                                                                                                                             | Y         |           |
| Well-Organised                                                                                                                                                         | Y         |           |
| Able to communicate well with staff and children.                                                                                                                      | Y         |           |
| Creative                                                                                                                                                               | Y         |           |
| Resourceful                                                                                                                                                            | Y         |           |
| Tolerant                                                                                                                                                               | Y         |           |

## Person Specification

[illegible]

# How to Apply

Applicants must have relevant qualifications and experience related to this role, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CVs. Please email your completed application to [recruitment@theheathfamily.org.uk](mailto:recruitment@theheathfamily.org.uk)

**Application closing date:** Monday 8th June 2026

**Shortlisting Date:** Tuesday 9th June 2026

**Interview Date:** Monday 15th June 2026

# About the Trust



Our work at The Heath Family Trust is rooted in our mission, our values and in a commitment to giving our pupils the best start in life. We collectively hold ourselves and each other to the highest standards. You will thrive in an environment that values **clarity** in communication and purpose, fosters **collaboration** across all levels, and champions a culture of **accountability**.

**Academic rigour** is our priority. We achieve this by ensuring our work is thorough and of the highest intellectual integrity.

## ✓ WHY WE EXIST: A SHARED PURPOSE

To empower our children to overcome barriers, be able to compete with the best, and shape the future.

## ✓ HOW WE BEHAVE: THE HEATH FAMILY VALUES

**With kindness:** we look out for each other.

**With integrity:** we do the right thing.

**With tenacity:** we do what it takes.

## ✓ WHAT WE DO

We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.

# We Offer:



- ✓ An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team
- ✓ Support and training so that you can flourish in your role
- ✓ Recognition of the importance of a work life balance and employee wellbeing
- ✓ Car lease scheme
- ✓ Cycle to work
- ✓ Appropriate pension scheme
- ✓ Employee Assistance Programme (EAP)

