

Midday Assistant

Recruitment Information for Candidates



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Dear Applicant

Thank you for expressing an interest in joining The Basildon Academies.

Student welfare, academic progress and achievement is at the heart of everything we do at our Academy.

Our Academy vision is to drive:

- Social Mobility - equality of opportunity for our young people to succeed
- Moral Purpose - resilient positive decision makers
- Cultural Capital - equity of opportunity and life experiences
- Spiritual Awareness - reflective citizens and active curious learners

The Academy offers students the unique opportunity to begin their learning journey at our Key Stage 3 Lower Academy, and complete it at our Key Stage 4 & 5 Upper Academy.

Our Key Stage specialist sites enable us to offer our students age appropriate curriculum choices, support, challenge and enrichment.

We recognise the power and impact that quality enrichment can have on young lives and minds. Our enrichment programme is an essential and valuable part of our school day. All students engage in an enrichment of their choice each day as part of their curriculum.

The age appropriate enrichment curriculum supports a 'Passion for Learning' in Key Stage 3, a 'Passion for Purpose' in Key Stage 4 and a 'Passion for Life' in Key Stage 5. Our enrichment curriculum builds student resilience, self-esteem, sense of belonging and love of learning. It provides equity of opportunity, stretch & challenge, employability skills and broad experiences supporting our student cultural capital and social mobility.

Our two academy model offers our Year 7 intake a guaranteed future place in our growing and thriving Sixth Form.

The Basildon Academies Sixth Form offers personalised curriculum pathways, tailored to individual needs and aspirations. Strong support networks alongside quality teaching ensure academic success and preparation for university or the workplace.

Yours sincerely

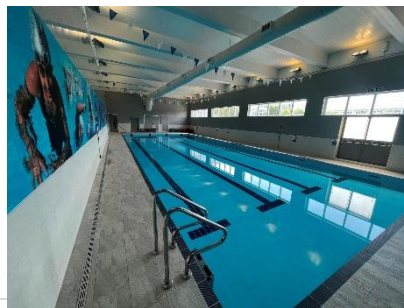


Mr G.Smith B.Ed (Hons), NPQH
Chief Executive Officer



The Basildon Academies are two state of the art Academies based in Essex, just 35 minutes from London and approximately 1 mile apart. We are unique in the way the academies are set up with The Lower Academy specialising in the teaching of our students aged 11-14 whilst the Upper Academy specialises in our 14-19 year old students.

The Lower Academy is focussed upon developing the whole child; our curriculum has been developed to enable our students to develop their knowledge, understanding and skills so that they will become lifelong learners. This includes opportunities for linguistic, mathematical, scientific, technical, human, social, physical and artistic learning so that students make progress in a wide range of subjects. The Lower Academy offers a supportive and nurturing environment to allow our students to find their adult feet as they become fully prepared for their transition to the Upper Academy.



The Upper Academy is focussed upon creating the best environment and conditions for all students to fully achieve their true potential, make at least expected progress and attain the very best grades they can in their final exams. The range of courses on offer allows students to become specialised in their favourite target areas and at the same time retain the very strong focus upon gaining good qualifications in maths, English and science at GCSE level.



Our strong Sixth Form is a major part of the Upper Academy with the structure modelling itself on developing independent learning skills like those seen in universities which allows students to continue their studies in their specialist subject areas. Students are very much encouraged to become mature adults being engaged in many aspects of the life of the academy which further develops those much needed skills to go on into university or the world of work.

Position: Midday Assistant

Responsible to:	Assistant Director of Operations
Salary Range:	National Minimum Wage
Working weeks:	39 weeks (term time only)
Working Hours:	9.30am to 2pm. Monday-Friday

Main purpose of the job:

To provide a safe and clean environment for students during lunchtimes.

Duties:

- To carry out cleaning in dining hall, to be ready for lunch
- To enforce the necessary sanctions for maintaining good order in the queuing system in line with the schools behaviour policy
- Supervise pupils in the dining hall and include any ancillary duties (for example clearing up spillages, ensuring tables are clean etc.)
- To carry out any necessary and required ancillary duties
- To tidy the dining hall following the lunch period
- To report any misbehaviour or problems to duty teachers
- To work in a team effectively and communicate with colleagues.

This job description may be altered at any time, after discussion with you, to meet changed circumstances.

It will in any case be reviewed annually. This job description does not form part of the contract of employment. It sets out the way you are expected and required to perform the duties set out above. This is not a complete or definite list of duties, but a guide as to what should be done.

Person Specification

- Be flexible to changing demands of the post
- Take pride in a job well done, committed to achieving high standards of cleanliness and hygiene
- Be punctual, reliable and trustworthy
- Willing to undertake any training relevant to the role
- Trustworthy, maintaining confidentiality at all times in respect of Academy related matters and to prevent disclosure of confidential and sensitive information
- Ability to manage time effectively
- Initiative and the ability to work without supervision, but as part of a team

Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please telephone or email our Recruitment Coordinator on 01268498710 or email recruitment@basildonacademies.org.uk
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- iv. Send your completed application form by email (if downloaded from our website) or through the post to:

recruitment@basildonacademies.org.uk

Olivia Faustino
Recruitment Coordinator
The Basildon Academies
Wickford Avenue
Pitsea, Basildon
Essex, SS13 3HL

Appointment Process

- i. Suitable applications will be shortlisted for interview (as quickly as possible)
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

The Basildon Academies are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process or to do the job itself.

Pre-employment Checks

The Basildon Academies is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Recruitment monitoring information

The Basildon Academies are committed to ensuring that applicants are selected for appointment on the basis of their ability relevant to the job. Completion of the Recruitment monitoring information form is not compulsory but will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the short listing panel.

The Basildon Academies are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.



STAFF BENEFITS

- Staff enjoy complimentary tea and coffee in dedicated staff rooms, free toast every morning, and free fruit on Fridays.
- Complimentary onsite parking.
- Referral Scheme: Earn £250 for referring family and friends, following successful probation period.
- Professional development funding and leadership training across both Academies
- Record number of internal promotions to middle or senior leadership, apprenticeship schemes, and teacher training offered.
- Generous Pension contributions.
- Health and Wellbeing: Including free flu jab, reimbursed eye tests for VDU employees, Employee Assistant Program (EAP) providing confidential wellbeing support for employees and dependants, access to occupational health and decreased GP wait times.
- Access to onsite Fitness suite, available to staff Tuesday-Friday 4.30-6pm.
- Reduced Nursery Fee: staff with children can enrol into the closely located nursery receiving a 10% discount, and can opt for term time only childcare.
- Employee Savings and Discounts. Eligible to sign up for Blue Light Discount, my teacher discounts (including support staff).
- Long Service Award: Enhanced annual leave, increasing to 27 days after 5 years of service.
- Annual salary increments not related to PMR for Main scale M1-M6 (teachers only).
- Centralised HR, Payroll, Finance and Recruitment teams onsite.
- Access to full version of Office 365 and Canva free of charge.
- Staff Social Events: Friday football, Seat to 5k, staff games and quizzes.

