

Oct 2020

Dear Applicant

Thank you for your interest in the role of General Assistant at The Mead Academy Trust.

The Mead became a National Support School in 2007 and in 2011 it became a Converter Academy, and The Mead Academy Trust was established. We were designated as a National Teaching School in the first cohort and we are a National Lead school for Early Years, The Arts, SEN and Research & Development.

In 2013 The Mead Academy Trust became an Academy Sponsor and was awarded the tender to establish a primary school to serve the new housing development at East Trowbridge. This new provision opened in brand new purpose-built accommodation, as Castle Mead School, in September 2014. In addition we secured the sponsorship for River Mead School (formerly King's Park Academy) in Melksham which joined the Trust in September 2014.

We require a General Assistant at River Mead School to start ASAP and are seeking candidates who ideally have:-

- previous experience of working with children or in a child centred environment
- a willingness to "muck in"
- the ability to work flexibly and be a real team player
- the ability to follow clear instruction
- an energetic, adaptable, reliable and friendly personality

If you are able to demonstrate experience in this field we very much look forward to receiving your application.

Yours faithfully,



**Karen Austin**  
**Head of School**

# **General Assistant**

## **Candidate Information Brief**

## **Job Description: General Assistant**

**Reports to:** School Business Manager – River Mead

**Start Date:** ASAP

**Salary:** APTC Grade B – £9.25 per hour

### **The Role**

The post holder will be required to use a range of effective efficient systems. As part of the MDSA team you will be required to support the children at mealtimes and during lunch time play. As part of the cleaning team you will be required to ensure that the school is a clean, hygienic and safe environment for all children and staff.

We are looking for a permanent position for 12.5 hours per week based at River Mead School with a temporary uplift of 0.5hour per day during this current climate. You may also be asked to cover further hours during staff shortages, so flexibility is important. You may also be required to work evenings and/or weekends to support occasional school events and/or lettings.

### **Key Tasks**

- As part of a wider team, support the School with all tasks associated with maintaining a clean, hygienic and safe environment for all children and staff
- To carry out cleaning tasks set out in the school's cleaning schedules and complete any relevant documentation or recording systems as required.
- Use all cleaning materials and equipment in a safe and proper manner in accordance with any instructions and specifications provided.
- To report the breakdown of any cleaning or kitchen equipment or any perceived hazards in the workplace to the Catering Manager/School Cook.
- To undertake deep cleaning during the school holidays as required.
- As part of a wider team, support the supervision of children, either in the lunch hall or other areas of the school whilst they are eating lunch or taking part in lunchtime activities.
- To carry out associated duties, e.g. clear spillages, clean tables and chairs, put out and put away tables and chairs, pour water out, or any other duty as directed by the senior MDSA.
- Carry out minor first aid and enter incidents in the accident book, careful to follow school procedures. Report any serious injuries or children unwell to the Senior MDSA.
- Attend any in service training when required and take part in any meetings when requested
- To observe health and safety and security requirements and report any strangers or potential hazards immediately
- Support the aims, ethos and values of the school by example and ensure that they are followed by the children in line with the school's policy.

### **Qualification Criteria**

- Applicants will demonstrate an understanding of cleaning regimes and systems
- Applicants must be qualified to work in the UK.
- A first aid qualification is desirable, however training

### **Experience and Knowledge**

- No formal qualifications or previous experience is required - full training will be provided.

### **Vision and Values**

- Vision aligned with the Trust's high aspirations, and holds high expectations of self and others.
- Deep commitment to team work and to working effectively together as a means of securing the best outcomes for children.

### **Personal Characteristics**

- Demonstrate high standards of personal organisation.
- Be able to follow direction, use initiative and prioritise work to ensure tasks are completed on time to the required standard.
- Positive attitude to supporting others.
- Takes personal responsibility for own actions.
- Able to build trust and mutual respect with colleagues.
- Good interpersonal, written and oral communication skills.
- Demonstrate commitment to continuing professional development.
- Child centred

## **Safeguarding**

- Values and respects the views and needs of children.
- Has up to date knowledge of relevant legislation and guidance in relation to working with, and protection of children.
- Displays commitment to protection and safeguarding the welfare of children
- Demonstrates commitment to CPD in relation to safeguarding/child protection.

The Mead Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service check before appointment is confirmed.

If you would like to be part of our team please return your application together with a covering letter indicating your suitability for the role to:

Mrs Nikki Hewlett  
[office@rivermead.wilts.sch.uk](mailto:office@rivermead.wilts.sch.uk)

**Closing Date: Monday 26<sup>th</sup> October 2020**

**Interview Date: TBC**

Visits to the school are warmly welcomed and will be COVID safe. We look forward to hearing from you.