



**Elmridge  
Primary School**

BRIGHT FUTURES EDUCATIONAL TRUST



The best *for* everyone, the best *from* everyone

**INFORMATION PACK – ELMRIDGE PRIMARY SCHOOL**

Wilton Drive, Hale Barns, Altrincham, WA15 0JF

**Vacancy: Midday Assistant (6.25 hrs per week)**

**Required: 1 September 2021**

**Bright Futures Educational Trust**

Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best *for* everyone, the best *from* everyone. We are an organisation that is underpinned by values of: community, integrity and passion. In everything we do, we remember that we are accountable to the children, families and communities that we serve.



Our schools have their own identities and form one organisation and one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: <http://bfet.co.uk/about-us/>.

The central team, comprises the Executive Team: John Stephens, CEO; Edward Vitalis, Chief Operating Officer; Gary Handforth, Director of Education; Lisa Fathers, Director of Teaching School and Partnerships and Lynette Beckett, Director of HR & Strategy. The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge and support. In addition to the executive team, we have central operations for finance, HR, educational psychology and Digital Technologies. Please see our website brochure which explains our central operations: [Working together for a Bright Future](#).

Bright Futures Development Network is another important outward facing component of our organisation. Underneath this umbrella we have 5 network hubs. 'The Alliance for Learning' (AFL) which provides school improvement services and CPD to over 700 schools (<http://allianceforlearning.co.uk/>); a North West Maths' hub providing mathematics training and coaching to 500 schools: a SCITT (School Centered Initial Teacher Training) which is the largest in the North West. After significant national reforms to the teaching school



**Elmridge  
Primary School**  
BRIGHT FUTURES EDUCATIONAL TRUST



policy, Bright Futures was designated with two new large-scale Teaching School Hubs in 2021. The areas we serve are Manchester, Stockport, Salford and Trafford.

Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: [Our Strategy](#).

### **Elmridge Primary School**

Elmridge is a one form entry school in Hale Barns with currently 235 pupils on roll. We are proud to be part of Bright Futures Educational Trust.

Our educational vision is: *"Empowering children to shape the world of tomorrow"*

Elmridge strives to ensure that all its pupils meet their full academic, social, emotional and physical potential through building solid foundations during this first chapter of their lifelong learning journey.

Our goal is to develop confident, understanding, global citizens with a love of learning and respect for each other and the world around them.

We plan many exciting and enriching activities each term and strive to make learning as much fun as possible. We aim to offer the children first hand experiences on which to build their skills and knowledge.

We aim to promote self-discipline, good manners and co-operation. We want the children to be aspirational and we aim to teach them learning strategies in order for them to develop a real love of learning. Our children will learn HOW to learn, not just what to learn.

The school has a very supportive Local Governing body. They play a key role within school supporting and challenging senior leaders and subject co-ordinators and can often be seen at whole school events and special occasions.

All the staff at Elmridge Primary School are passionate about the children in their care and education in general. We aim to know every child personally, even if they are not in our class. Teachers and leaders regularly attend courses to expand their knowledge and skills. We see ourselves as lifelong learners and would like our pupils to develop the same philosophy.

Elmridge is one of the top performing schools nationally. Children at the end of KS2 achieve excellent attainment and make significantly better than expected progress overall. The school is also considered as a leading school in the country for primary foreign language.

There are lots of reasons why Elmridge is a fabulous school. We work very closely with our families and work hard to ensure that our pupils achieve their very best whilst enjoying learning.

If you are interested in this vacancy, then we would love to hear from you.



**Elmridge  
Primary School**

BRIGHT FUTURES EDUCATIONAL TRUST



**Bright Futures**  
EDUCATIONAL TRUST

The best for everyone, the best from everyone



### Why work for us?

## Bright Futures A great place to work

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, treated fairly and with dignity and respect. Please see the Equality, diversity and inclusion statement on our website: <http://bfet.co.uk/vacancies/>.

### Terms and Conditions

**Salary:** NJC scale points 2 to 3 (Bright Futures grade 2). Actual pro rata pay based on the below working pattern commencing £2,623 rising to £2,676 per annum.

**Position Status:** Permanent contract

**Hours:** 6.25 Hours per week (12pm to 13:15pm Monday to Friday) 38 weeks per year.

**Pension:** Local Government Pension Scheme  
<https://www.gmpf.org.uk/members/joining/pensions-and-igps>

### How to Apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education, require us to check various details of job applicants and an identical application format for each candidate enables us to do this.

Our website <https://www.elmridge.trafford.sch.uk/contact-us/careers/> contains the Associate Staff application form and disclosure of criminal background form. Please email **both** forms to [recruitment@eps.bfet.uk](mailto:recruitment@eps.bfet.uk) by 5pm on Wednesday **14<sup>th</sup> July 2021**.

The selection will take place on **xx July 2021**.

### Keeping Children Safe in Education

**Bright Futures Educational Trust 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 exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.**

### Data Privacy

You can the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: <http://bfet.co.uk/wp-content/uploads/2018/07/BFET-Applicant-privacy-notice-002.pdf>



## JOB DESCRIPTION

<b>Role:</b>	<b>Midday Assistant</b>
<b>Rate of pay:</b>	BFET Grade 2 (SCP 2-3) £18,198 to £18,562 pro-rata Actual salary: £2,623 to £2,676 per annum
<b>Responsible to:</b>	Head of School and Local Governing Body

To be responsible for supervising pupils during lunchtime and working with a team of other lunchtime assistants.

### Key Tasks

1. To supervise pupils in the dining hall, playground, toilets, classrooms and school premises.
2. To clean all spillages, (which could include bodily fluids) and ensure that tables are clean during meal times. To assist with the setting up of tables and/or putting away of tables, if required.
3. To ensure good order and discipline is maintained throughout the lunchtime.
4. To ensure pupils observe basic hygiene, i.e. hand-washing after toileting and before eating.
5. To administer basic first aid and deal with sickness, in accordance with training provided. Report and record accidents as required through the associated health & safety procedures.
6. To encourage pupils to develop healthy eating habits and good manners.
7. To encourage pupils to play appropriately and cooperatively, which could include some educational play activities.
8. To supervise pupils in classrooms during “wet play” providing activities that will keep pupils calm.
9. To be aware of the schools behaviour policy ensuring it is implemented during lunch break.
10. To ensure no child is removed/leaves the school premises without having the appropriate permissions from the Head of School or Class teacher.

### Standard Duties

- To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
- To uphold and promote the values and the ethos of the school.
- To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
- To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
- To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school.
- To attend and participate in relevant meetings as appropriate.
- To undertake any other additional duties commensurate with the grade of the post.

### Other

- Any other reasonable duties requested by the leadership team.
- Attend relevant meetings as required, acting as a role model consistently promoting the Trust’s vision, values and commitments.
- Acting as an ambassador ensuring that the Trust’s high standards are promoted at all times.
- A commitment to maintaining confidentiality and discretion inside and outside work



**PERSON SPECIFICATION – MIDDAY ASSISTANT**

<b>Category</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
Qualifications, Education, training	<ul style="list-style-type: none"> <li>• Willingness to take part in in-service training</li> <li>• An understanding of basic health and safety requirements</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Certificates</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• Experience of working with children.</li> <li>• Ability to relate to children and adults.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school or a similar field</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>
Knowledge, skills and abilities	<ul style="list-style-type: none"> <li>• Ability to supervise children and ensure their safety.</li> <li>• Ability to lead games and activities.</li> <li>• Good communication skills.</li> <li>• Well organised.</li> <li>• Calm and positive.</li> <li>• Effective team member.</li> <li>• Have a flexible approach and ability to respond to changes in circumstances.</li> <li>• Ability to think on your feet.</li> <li>• Ability to maintain confidentiality when dealing with school matters</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of first aid</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>