



Altrincham Grammar
School for Girls
Bright Futures EDUCATIONAL TRUST



MID-DAY ASSISTANT

Part-Time, Term-Time Only

11.75 hours per week

Salary Scale 1 point 8 (£16,626) pro-rata (Actual salary £4,491)

Required from January 2019

Altrincham Grammar School for Girls, part of the Bright Futures Educational Trust, is a highly successful single sex 11 -18 academy in the South Trafford area. Bright Futures Educational Trust (BFET) is a partnership of schools based in the North West. The Trust's vision is the best *for* everyone, the best *from* everyone. There are currently eight schools within the Trust. Our values of community, passion and integrity are at the heart of everything we do.

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A mid-day assistant is required to supervise students during Rec (mid-morning break time) and the mid-day break. The contract offered is for term-time only from 11.05 a.m. to 1.25 p.m. Monday to Friday, making 11.75 hours per week.

Responsibilities include the following

- Laying out of tables and chairs in the dining room and supervising the Rec and Lunch queue.
- Monitoring the behaviour of students during the Rec. and lunch break and taking appropriate action to ensure good discipline and compliance with school rules and the code of conduct.
- Reporting to the Vice Principal or other appropriate staff information about any incidents, misbehaviour, accidents or potential threats to safety and welfare.
- Any other responsibilities reasonably requested by the Principal.

Please return your application to Mrs C Williams at the school by Wednesday 23 January 2019. Interview date is Tuesday 29 January 2019. Applicants who are not contacted during this period may assume that they have not been successful but are thanked for their interest. Unfortunately, we are unable to provide feedback to unsuccessful applicants who are not called for interview.

ADDITIONAL INFORMATION

Further information about the school, a copy of the school's prospectus and the most recent OFSTED inspection are available from the school's website. BFET is committed to safeguarding and promoting the welfare of children and young people and it is expected that all applicants will share this commitment. DBS checks will be carried out on all successful candidates.