



THE KING'S SCHOOL  
CHESTER

# Midday Assistant Applicant information



Willow  
Lodge

Discovering the *world*



KING'S  
JUNIORS

Igniting *curiosity*



KING'S  
SENIORS

Seizing *opportunity*



KING'S  
SIXTH FORM

Becoming *exceptional*

EVERY OPPORTUNITY. ENDLESS POSSIBILITIES.



## About us

### THE KING'S SCHOOL



King's is an academically selective, co-educational independent school originally founded in 1541. Almost 500 years later, King's is a thriving, and forward-thinking school of 1150 pupils, considered to be one of the very best of its kind in the country.

Further information about the school can be found on our website: [www.kingschester.co.uk](http://www.kingschester.co.uk)

### THE ROLE AND OPPORTUNITY

#### Midday Assistant

We have an exciting opportunity for a friendly Midday Assistant (lunchtime assistant) to join our exceptional Willow Lodge (age 4-7) team on a permanent, part time term time only basis.

This is an ideal role for someone looking for part time hours that can fit around other commitments. The successful applicant will play a pivotal role supporting the Willow Lodge Teachers and supervising our Pupils.

Job Purpose: Supervision of pupils during the lunch time break period

#### RESPONSIBILITIES

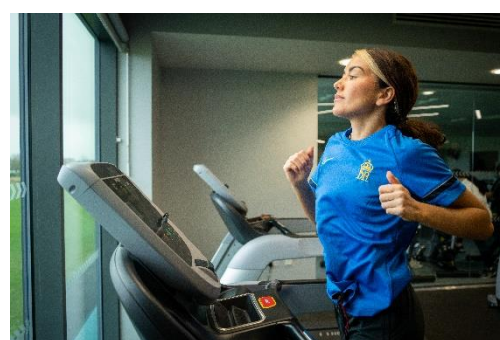
- Supervision of Junior School pupils in the dining hall and on the playground or inside for wet weather during the lunch time break period
- Providing basic first aid as appropriate

## REQUIREMENTS

- Experience of working with 4-7 year olds in another setting
- Ability to work as part of a team using judgement and common sense
- Be a team player
- Have a positive attitude, be friendly and approachable
- Ability to facilitate safe, creative play



## SALARY AND BENEFITS



This opportunity is to work **Part Time, Term time only** (approx.36 weeks per year), Monday to Friday

**Hours:** 8 hours 45 minutes, Monday to Wednesday 11.15am to 1pm, Thursday – Friday 11.15am to 1.15pm

In return you will receive some truly excellent benefits and have access to promotional discounts:

A full time equivalent salary of **£22,318** per annum, **Actual Salary £4,222 (£11.60 per hour)**

- Free staff lunch on the days you work, during term time
- Teachers' Pension Scheme (TPS) or Scottish Widows Group Personal Pension Plan (depending on your role)
  - Personalised industry expert pension advice
  - 3 x death in service Benefit
  - Fee remission, where applicable and according to eligibility
- Free use of the school gym and swimming pool
- A suite of termly staff celebrations and wellbeing initiatives
- Topical health and wellbeing advice
- Employee assistance programmes to support you personally and professionally

- Discounted group private health with BUPA
- Optical support
- A comprehensive further study programme
- Access to a cycle to work scheme
- Access to a salary sacrifice electric car scheme
- Invites to parenting webinars on key topics
- Free access to school productions, speakers and events
- Free onsite car parking



## THE PROCESS

Candidates for this post should apply by sending completed application forms to [recruitment@kingschester.co.uk](mailto:recruitment@kingschester.co.uk)

**Closing Date – 9am Monday 29<sup>th</sup> April    Interviews Wednesday 1<sup>st</sup> May 2024**

Please note a curriculum vitae (CV) will **not** be accepted in place of the completed application form but can be accepted in addition. We do encourage early applications, as this role tends to attract a large number of applications and we would love to hear from you.

The HR Coordinator, Amie Beaumont, is available to discuss the role informally with prospective candidates and can be contacted via [alb@kingschester.co.uk](mailto:alb@kingschester.co.uk) or 01244 689 496.

**For more information and to apply using our application form, please see the schools website.**



This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the direction of the hiring manager.

The role is deemed to be in regulated activity with a high level of contact and responsibility for children on a day to day basis.

We take pride in our outstanding reputation, and we know this is built largely on the excellent commitment and wide-ranging abilities of our staff. We are committed to promoting a diverse and inclusive workforce and we strongly encourage candidates from all different backgrounds to apply.

**IMPORTANT** - The King's School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are required to undertake screening relevant to the post, including checks with past employers and the Enhanced DBS check. In line with our commitments to safeguarding, the King's School uses preferred agencies and is unable to work with any agencies where Terms of Business have not been agreed by both parties prior to an engagement.

Our Child Protection and Safeguarding policy can be found on our School Website.





## RECRUITMENT GUIDANCE NOTES

### TERMS OF APPOINTMENT

Under the Department of Education's Keeping Children Safe in Education (KCSIE) Regulations we have a legal duty to undertake the following safer recruitment checks. Therefore, any appointment will be subject to the following:

### EMPLOYMENT CHECKS

- **Application Form:** All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. Note: CVs alone are not accepted.
- **References:** To assess candidates' suitability, we shall request at least two references, one of which should be your current or most recent employer. Please ensure you provide all details requested for each referee on the application form.
- **Right to work in the UK:** If you are invited to attend an interview you will be asked to bring three forms of identification with you to confirm your right to work in the UK (this will be used to apply for your DBS if successful). Examples of acceptable forms of ID will be detailed in your invite to interview email.
- **Evidence of qualifications:** If you are invited to attend an interview you will be asked to bring evidence of the qualifications listed on your application form.
- **Medical Fitness:** If successfully appointed, you will be asked to complete a medical questionnaire and signed declaration of medical fitness to work. The School reserves the right to require you to undergo a medical examination if it deems this necessary which would normally involve seeking your consent for a referral to occupational health.
- **DBS Disclosure and other checks:** If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed criminal convictions. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

If you have spent time abroad for 3 months or more in the last 5 years you will be required to obtain an overseas check from that country. It is the candidate's responsibility to obtain this, however, the school will support the successful candidate through this process.

In addition we will check for any prohibitions, sanctions and restrictions that might prevent candidates from working with children or young people, or taking part in certain activities or working in specific positions.

- **Online Searches:** As per the KCSIE regulations September 2022 update, an online search for all candidates shortlisted for interview must be conducted.