



# Lunchtime Assistant Application Pack



*Hand In Hand We Learn*



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# Letter from Cathie Paine, Chief Executive Officer

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Cathie Paine**

**CEO**



# Our Touchstones

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago Touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. [You can learn more about REAch2 at our website: www.reach2.org](http://www.reach2.org)



# The role

**Post:** Lunchtime Assistant

**Hours:** 11 ¼ hrs per week (Term time only) + 5 INSET Days

**Salary:** Grade Reading NJC RG2 SCP 3–5 (£20,812–£21,575 FTE) Actual Salary: £5,418 – £5,617 pa pro rata.

- This is an exciting opportunity to be part of a popular and well established school. Civitas Academy opened in 2015 and in September 2021 we became a full school. We have amazing facilities, a good team ethos and all within a 5-minute walk from the centre of Reading.
- Civitas Academy is part of the REAch2 family of Schools in Reading. We are looking for an enthusiastic and innovative Lunchtime Assistant to join our collaborative and growing Academy team.

## **We are seeking a professional individual who holds:**

- An excellent Lunchtime Assistant excited to work in a brand new, state of the art school
- A bright, lively, and physically fit individual who can take charge of the pupils in the dining hall during lunchtime, ensuring that the pupils are safe
- Warm in character and fully committed to teamwork, recognising that more can be achieved together than is possible as individuals
- An individual willing to learn about hygiene in the workplace

## **We can offer you:**

- A leadership team dedicated to helping you develop your career and balanced life
- Appreciative and enthusiastic pupils
- The chance to bring your own strengths to the school and make a difference

## **Background Information about the School**

Civitas Academy is a two form entry school for children aged four to eleven, serving the children and families of Reading and the surrounding area. We have children from Reception to Year 6. We are part of the REAch2 Reading Cluster which also includes Green Park Village Academy, The Palmer Academy and Ranikhet Academy.

At Civitas we are proud to welcome children, families and colleagues of many different nationalities into our school on a daily basis. We work hard to support children who have little understanding of English in developing the skills they need to help them learn, even if they start at a very early stage. We are an inclusive school, working with other schools, providers and professionals in helping children with special needs to overcome their barriers to learning and find success. We also offer support to families, and value the partnerships between children, parents, the school and the wider community in improving the lives of the children in our care.

We are a caring employer who invests in the future of our employees, as only through their excellence can we deliver excellence for the children and families whom we serve. To see more information about the school, please visit our website [Civitas Academy](#)

As a member of the REAch2 Trust, a national family of primary academies, Civitas Academy is committed to raising standards and achieving excellent for all pupils whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Civitas Academy is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references.

# The application

You are invited to submit an application form to **Sal Ducker, Executive Headteacher** using [recruitment@civitasacademy.co.uk](mailto:recruitment@civitasacademy.co.uk)

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safer Recruitment Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion or visit please contact **Sal Ducker, Executive Headteacher** using 0118 467 6720 or [recruitment@civitasacademy.co.uk](mailto:recruitment@civitasacademy.co.uk)

## The application process and timetable

|                              |   |
|------------------------------|---|
| <b>Application deadline:</b> | Applications will be considered upon receipt. |
| <b>Interviews:</b>           | TBC   |
| <b>Contract Details:</b>     | Permanent contract – 11 ¼ hours per week      |
| <b>Salary:</b>               | Grade NJC SCP 3–5                             |
| <b>Start date:</b>           | As soon as possible                           |

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).



# Job Description

## Core Purpose

**Role:** Lunchtime Assistant

**Line Manager:** Office Coordinator/SLT

## Job Purpose

To provide a friendly and efficient lunch experience to pupils and staff at school, serving meals as ordered and keeping all dining areas clean and hygienic.

## Duties and Responsibilities

- Assisting with setting up the dining hall for daily lunch service
- Assisting with serving all school meals in accordance with instructions from meal provider
- Ensure that children with special diets receive the correct meal
- Ensure that packed lunches are in accordance with school policies
- Assist any pupils who may require additional support/encouragement
- Clean Dining areas in between sittings and after lunch has finished in accordance with Guidelines specified
- Operate the dishwasher under Supervision

## Person Specification

We are looking to appoint a part time Lunchtime Assistant for general catering duties, serving and cleaning of dining areas in the school.

The successful candidate will need to be:

- Reliable and punctual, always working with a positive attitude
- Flexible and efficient whilst working as part of a team
- Friendly and caring
- Aware of the hygiene standards required in a school lunchtime environment
- Committed to safeguarding and protecting the welfare of pupils

### Experience

- Previous experience in a school setting Desirable

### Skills and Aptitudes

- Resourceful, adaptable, show initiative and physically Fit Essential
- Good interpersonal and communication skills Essential
- Prepared to take instruction and direction from Team Leader Essential
- Ability to work part of a team Essential
- Ready to learn new skills Essential
- Flexibility and enthusiasm for the job Essential

### Other Requirements

- Participates in training and performance management as required
- Up-to-date Enhanced DBS Disclosure

The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the role.

**All staff are expected to understand, be committed to and contribute to the Trust's commitment to Equal Opportunities for all.**