



Education  
Partnership  
Trust

High Expectations • Commitment • Ambition

# Candidate Information Pack

**Lunchtime Assistant (Fixed Term – 12 Months)**

**Parklee Primary School**





## A message from the Headteacher

Thank you for expressing an interest in the position of Lunchtime Assistant at Parklee Primary School.

This is an exciting opportunity for a dedicated Lunchtime Assistant to join an excellent school at an exciting stage of its journey.

Parklee Primary School sits at the heart of the community and encompasses the values and strengths of the town's proud history with our origins dating us back to the original Lee Street School. We are proud to be part of the Education Partnership Trust (EPT), who are committed to creating outstanding schools which transform learning, lives, and communities.

Our school has a culture built around our values of Positivity, Aspiration, Resilience, Kindness, Loyalty, Empathy and Excellence. These core values underpin everything we do.

Our school has a positive reputation for embracing and celebrating every kind of achievement. This is reflected in our commitment to inclusion and unity. Relationships and attitudes are very positive and an ethos exists in which learning together becomes an enjoyable and fulfilling experience for all making our school a happy and engaging place to learn and work.

Every member of our team here at Parklee are proudly committed to ensuring that every child flourishes. Our children are incredibly precious to us and we understand how important it is that they develop as happy, well-rounded individuals. We enjoy working alongside our parents and carers to enable their children to thrive here as they become successful and engaged learners.

Our school is fortunate to serve a strong and unique community and we are very proud of our history and position within that. By working together with ambition and optimism, strengthened with local support, we provide every opportunity for the children and families to thrive and shine.

It is a privilege to serve as Headteacher of Parklee, my principal role is to make sure the children are happy, safe and achieving well. I believe children should feel secure, supported, inspired and challenged and that they will achieve well if they are cared for and clear about what is expected of them. My strong belief is that education has the power to change children's whole lives, providing opportunities for them to flourish within and beyond the classroom so they may achieve the highest standards academically whilst developing and nurturing their unique talents, creativity, interests and personalities.



To apply for this post, please follow the instructions on the Vacancies page on our website <https://ept.face-ed.co.uk/vacancies>. For visits to the school or any other information, please contact the school by phone or email 01942 874203 or [enquiries@parklee-ept.com](mailto:enquiries@parklee-ept.com)

I would be delighted to welcome you to see our wonderful school in action.

**Dawn Roper**  
Headteacher



**Education  
Partnership  
Trust**



I am delighted that you are considering a role within the EPT. The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

Wishing you all the best with your application.



**Sharon Roscoe**  
Chief Executive

## Our Vision

Creating outstanding schools which transform learning, lives and communities

## Our Values

### **High Expectations**

of ourselves, our pupils and our school community

### **Commitment**

we are dedicated to raising standards and improving opportunities

### **Ambition**

we constantly strive to improve by setting ourselves challenging goals



## Job Advertisement

# Lunchtime Assistant

<b>Hours:</b>	<b>5 hours per week (12pm to 1pm)</b>
<b>Weeks Worked:</b>	<b>39 weeks</b>
<b>Start Date:</b>	<b>1<sup>st</sup> September 2025</b>
<b>Fixed Term:</b>	<b>ends 31<sup>st</sup> August 2026</b>
<b>Salary:</b>	<b>SCP 3 – 5 £2,855.67 to £2,945.35 per annum (FTE 24,027 to £24,790 pa)</b>

Parklee Primary School are seeking to appoint a hardworking, enthusiastic and committed Lunchtime Assistant to assist in the general welfare, personal and social care of pupils during the lunchtime break period. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

### The Job

- To work under the direct instruction of lunchtime supervision staff and teaching staff, supporting and providing general support to pupils at lunchtime.
- To support pupils to overcome barriers, promoting the inclusion of all pupils by developing their communication skills, supporting them to manage their behaviour, developing independence and social skills at lunchtime.
- Carry out frequent cleaning of the lunch hall throughout the sitting, working as part of a team.
- Support and encourage pupils eating their lunches in a positive environment.
- Maintain awareness of pupils with allergies and medical conditions to assist with the general pastoral care of the pupils, following Health Care Plans as necessary.
- Support with personal care when required.

### What are the job requirements?

- Experience of working with or caring for children of relevant age.
- Basic understanding of child development and learning
- Knowledge of how to support the development of independence.
- Ability to relate well to children
- Flexible attitude to work

**Amongst the many benefits of working within the Trust you will receive:**



- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- Employee Assistance Programme including free counselling, CBT therapy, bereavement support and wellbeing initiatives.
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to government pension schemes.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

**Closing date:** 27<sup>th</sup> June 2025  
**Interview date:** w/b 7<sup>th</sup> July 2025

### **Safeguarding**

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team [HR@ept-uk.com](mailto:HR@ept-uk.com).

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>





## Job Description

# Lunchtime Assistant

**Reports to:** Class Teacher/HLTA

**Grade:** SCP 3 - 5

## Job Purpose

- To work under the direct instruction of lunchtime supervision staff and teaching staff, supporting and providing general support to pupils at lunchtime.
- To support pupils to overcome barriers, promoting the inclusion of all pupils by developing their communication skills, supporting them to manage their behaviour, developing independence and social skills at lunchtime.

## Key Responsibilities and Accountabilities

- Under the supervision of the class teacher or the lunchtime supervisors, implement structured and pre-prepared lunchtime activities and to assist individuals and groups of pupils.
- Adhere to risk assessments in the setting up and storing away of lunchtime tables.
- Carry out frequent cleaning of the lunch hall throughout the sitting, working as part of a team.
- Support and encourage pupils eating their lunches in a positive environment.
- Maintain awareness of pupils with allergies and medical conditions to assist with the general pastoral care of the pupils, following Health Care Plans as necessary.
- Support with personal care when required.
- Support social communication skills always.
- To undertake activities to assist in monitoring the personal social and emotional needs of pupils.
- Support the development of pupils' independence.
- Establishing good relationships with pupils and acting as a role model.
- Provide support for pupil's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour Policy including promoting reward systems.
- Actively engage in play and supervise pupils during unstructured time and transitions as necessary for their safety.
- Carry out any reasonable duties necessary for the benefit and well-being of the pupils.



- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

### **Note**

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.





## Person Specification

# Lunchtime Assistant

Reports to: Class Teacher/HLTA

Grade: SCP 3 - 5

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
<b>QUALIFICATIONS &amp; EXPERIENCE</b>				
1.	GCSE or Equivalent qualification in English and Mathematics at level 9 – 5.	D	X	
2.	Child Care/NVQ/ other relevant qualification (related to education is desirable) at level 1.	D	X	
3.	Experience of working with or caring for children of relevant age.	E	X	X
4.	Basic understanding of child development and learning	E	X	X
<b>KNOWLEDGE &amp; UNDERSTANDING</b>				
5.	Knowledge of The National Curriculum and Schemes of Work in Literacy and Numeracy.	D	X	X
6.	Knowledge of how to support the development of independence.	E	X	X
7.	How to support phonics and reading development including use of cued articulation.	D	X	X
8.	Excellent written communication skills and a high level of ICT literacy.	D	X	X
<b>SKILLS</b>				
9.	Ability to relate well to children	E	X	X
10.	Ability to work as part of a team	E	X	X
11.	Good time management and organisational skills	E	X	X
12.	Knowledge of the concept of confidentiality	E	X	X
13.	Flexible attitude to work	E	X	X
14.	Good numeracy and literacy skills	E	X	X
15.	First Aid Certificate	D		X
16.	Ability to build and maintain successful and positive relationships with pupils, treating them equitably with respect and consideration.	E	X	X



17.	Can use ICT effectively to support learning and general administrative tasks.	D	X	X
18.	Can self-evaluate effectively to improve own practice.	E	X	X
19.	Hold a UK driving license and, after training is provided, be willing to drive minibus (desirable).	D	X	X
<b>PERSONAL QUALITIES</b>				
20.	Proven ability to listen to, understand and work effectively with all children, staff and parents/carers.	E	X	X
21.	Ability to work under pressure and to meet deadlines.	E	X	X
22.	The ability to foster an open, transparent and equitable culture, deal effectively with difficult conversations and conflict at every level, and to value and praise good and outstanding practice	E	X	X
<b>PROFESSIONAL VALUES AND PRACTICE</b>				
23.	Be positive and respond to situations in a calm, professional manner at all times.	E	X	X
24.	Be self-motivated, creative, robust and resilient.	E	X	X
25.	Carry out responsibilities while being flexible and adaptable.	E	X	X
26.	At all times model good relationships, attitudes and behaviour	E	X	X
27.	Understand and respect social, cultural, linguistic, religious and ethnic backgrounds	E	X	X
28.	Work collaboratively within a team using own initiative	E	X	X
29.	A high level of commitment to safeguarding, inclusion and equality in all aspects of school life.	E	X	X
30.	Demonstrate a willingness and ability to improve own practices and to act on feedback.	E	X	X



# Contact

Parklee Primary School  
Wardour Street, Atherton,  
Manchester M46 0AR

01942 874203  
[enquiries@admin.parklee.wigan.sch.uk](mailto:enquiries@admin.parklee.wigan.sch.uk)  
[www.parklee.wigan.sch.uk](http://www.parklee.wigan.sch.uk)



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