



**eFa**  
Trust

# Information for applicants: Lunchtime Organiser

**essa**  
Academy

**essa**  
Primary

# WELCOME TO THE ESSA FOUNDATION ACADEMIES TRUST

## All will succeed

I am delighted to be the (interim) Chief Executive for ESSA Academy Trust.

I have worked with Northern Education Trust (NET) for ten years, firstly as a Principal, then advancing through the roles as an Executive Principal, having responsibility for 3 schools in the North East, to position of Senior Executive Principal, with the responsibility of overseeing 7 schools (including Kearsley and Kirk Balk in the North West).

The strands for which I hold responsibility within NET are Curriculum and Assessment as well as Teaching and Learning.

I hope you will want to be part of the Essa team and help us ensure that 'All will succeed'.

Andrew Jordan, (Interim) CEO of  
Essa Foundation Academies Trust



# THE TRUST

The Essa Foundation Academies Trust currently sponsors two academies:

- **Essa Primary School, age 4-11.**
- **Essa Academy, age 11-16.**

Essa Primary School was inspected in October 2019 and was judged to be good in all areas with outstanding early years provision.

Essa Academy was inspected in October 2021 and judged to be a good school in all areas.

## Essa Primary (October 2019)

'This is a happy and caring school. Pupils behave well.'

'They listen attentively during lessons and they follow teachers' instructions carefully.'

'No time is wasted in class.'

'Pupils enjoy school. They are polite, and they respect the differences between themselves and their peers.'

'Children get off to a flying start in Reception.'

'Teachers in the early years have created classrooms brimming with exciting learning activities.'

Inspectors also praised the leadership of the Principal and her team who they said 'have worked tirelessly to develop the school.'



## Essa Academy (October 2021)

'Essa Academy is a community underpinned by a culture of tolerance and respect.'

'Without exception, every pupil who spoke to an inspector said that they are proud to attend Essa Academy.'

'Teachers have high expectations.'

'Across the school, all pupils achieve well.'

'Leaders have created a strong and purposeful learning environment.'



# VISION & VALUES - *All Will Succeed*

Our ethos is simple: we will make the most of our unique family of schools to give every child the best possible opportunity to flourish and develop into a decent, disciplined, well-educated and employable young person.

Here is what is at the heart of all we do:

## **Developing decent people:**

Results and qualifications are important, but they are not the whole story – far from it. Our ultimate goal is to develop well-rounded young people who will make the most of the opportunities open to them in our schools. They will have resilience, zest and passion: people that employers will want to employ; people who will play a part in the communities in which they live and work; people we can be truly proud to say came through one of our schools.

## **Achieving full potential, no excuses:**

We will do all we can to make sure every child gets the chance to reach their full potential. No child should ever get left behind; all have the capacity to learn and to achieve. We'll do this by instilling an acceptance that hard work, effort and application really does pay off. Through effort and application come self-respect, self-esteem, self-belief and success.

## **Discipline and standards:**

It is important to us that our young people demonstrate high standards and that our schools are safe, structured places in which to learn – this will enable inspiring things to happen in the classroom. We will achieve this by expressing our high expectations regularly and frequently and by paying relentless attention to detail. We attach importance to values such as respect: for ourselves, for others, for learning and for the environment.

## **Great Schools for all:**

We want the schools within our Academy Trust to be judged as great schools for all the young people that attend them. This means recruiting outstanding people to work in our schools and offering a curriculum that is engaging, challenging and responsive to individual needs.

## **Big on attitude:**

We will frequently stand back and reflect on how we can do things differently and better. That doesn't mean latching on to the latest fad: it means being open-minded about trying new ideas; it means acknowledging mistakes but seeing them as an experience from which to learn; it means being aware of what happens beyond our schools so that we can predict future trends and remain in control of our destiny.

## **Strength in sharing:**

We believe there is a strength brought about by working together within a multi-academy trust, enabling shared resources, shared knowledge, shared experience and shared success.

What's great about our family of schools is that we can be with a child every step of the way, from teaching them to tie their shoe laces right through to congratulating them on their GCSE results and their future plans. That puts us in a unique position; it's also a tremendous responsibility.



# ESSA FOUNDATION ACADEMIES TRUST

The Essa campus is very well placed for both motorway access and public transport. M61 J4 is very close by giving access to the Greater Manchester, Lancashire and Cheshire motorway networks and is close to Bolton railway and bus station.

For more information on our family of schools please visit our website [www.efatrust.org](http://www.efatrust.org)

## Essa Primary School

We are proud of our pupils, and their achievements. Our key objective is to provide our children with the best opportunity to achieve their potential during their time with us as we help them to develop into independent learners who are able to actively engage and contribute to the ever changing society and wider world.



## Essa Academy

At Essa Academy we have a universal belief in our mission 'All Will Succeed', with access to outstanding resources and a strong sense of belonging, ownership and community underpinning our work. Our students and staff are amazing and reflect the ethos of the academy.



## EFAT Support Services

We provide administrative and business support such as HR and Finance Support throughout the trust.

## Essa Education Ltd

Essa Sports Centre is a modern, state of the art sports facility and community asset, used for a variety of academic and sporting needs, as well as events, meetings, conferences birthday parties and more. Our facilities include a full-sized 3G pitch, multi-use sports hall, dance studio and MUGA (Multi-Use Games Area). Other facilities available for hire include theatre with stage, classrooms & communal dining area.



**Essa Education Ltd** is a wholly owned subsidiary of **Essa Foundation Academies Trust**.

## THE POST

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We are currently recruiting for Lunchtime Organisers to work at Essa Primary. Lunchtime Organisers supervise our children during lunchtime, both in the dining hall and on the playground, ensuring that they are provided with fun activities and are kept safe at all times.

We have a permanent roles available. In this role you will be required to work 1 hour per day, between the hours of 11.45am and 12.45pm, Monday to Friday, during term time plus 2 inset days (which normally occur at the start of each school year where you will attend training).

We are looking for people who are kind and caring, are able to use their initiative and ensure that children are kept safe at all times.

We will also welcome applications from parents, carers and relatives of children at EFAT.

*Essa Foundation Academies Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.*

*In accordance with Keeping Children Safe in Education 2023, an online search will be completed on all candidates successful at interview. Any relevant information will be discussed further with the applicant before confirming their appointment.*

## **JOB DESCRIPTION**

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Post: Lunchtime Organiser

Responsible to: Principal and SLT

Responsible for: N/A

Terms: Term time + 2 days

Hours: 5 per week (11.45am – 12.45pm)

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**Essa Foundation Academies Trust and all its schools and academies are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment**

### **The role:**

The supervision of children throughout the mid-day break. This includes all children on the school premises except those engaged in activities supervised by a teacher. Setting up of and cleaning of the dining room.

### **Key Responsibilities:**

- Supervision of all areas both inside and outside during lunchtime.
- Ensuring that all pupils return to the classroom at the end of lunchtime.
- Leaving the dining room in a tidy condition at the end of lunchtime, including sweeping the floor, wiping tables, emptying and wiping bins.
- Setting out of the tables in the dining room before lunchtime and storing them after lunchtime.
- Any other appropriate duties commensurate with the grade of the post which may be required from time to time.

### **Customer Care**

- To continually review, develop and improve systems, processes and services in support of the Trust's pursuit of excellence in service delivery. To recognise the value of it's people as a resource.

### **Develop oneself and others**

- To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan.
- To be ready to share learning with others.

### **Valuing Diversity**

- To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back to the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

## Generic Requirements

- It is a requirement of all posts within the Trust that Health and Safety requirements are upheld in the performance of all duties.
- All employees of the Trust are required to uphold the Equality and Diversity Policy and the Trust's Code of Conduct.
- All staff will ensure that they are aware of and work within the requirements of all Keeping Children Safe in Education policies, seeking clarity from a member of Senior Leadership if necessary.
- All staff are expected to uphold all EFAT HR related policies.

## PERSON SPECIFICATION

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### QUALIFICATIONS

No qualifications are required for this role, however GCSE Maths and English at grade A\*-C is desirable.

### EXPERIENCE, KNOWLEDGE AND UNDERSTANDING

We are looking for individuals with some prior experience of working with and/or caring for children. Whilst experience of working within an educational setting is not essential, this would enhance your application.

### SKILLS AND ABILITIES

We are looking for kind and caring individuals with the ability to work effectively as part of a team. In addition, we are looking for:

- Willing to participate in relevant training and development opportunities
- Willing to undertake a First Aid qualification
- Good personal numeracy and literacy skills

### ATTITUDES AND APPROACHES

- Ability to promote a positive ethos and role model positive attributes
- Sensitive to the needs of others

## HOW TO APPLY

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Please read the information in this pack. If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to Essa Foundation Academies Trust. The application form can be found on the vacancies pages of our Academy websites:

Essa Academy <https://www.essaacademy.org/vacancies>

Essa Primary <http://www.essaprimarv.org/current-vacancies>

Please do not send a general letter; we really are looking for someone who is prepared to respond to us as an individual. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it. **Please ensure that you address your application to: Anne Casey, CEO, EFAT, Lever Edge Lane, Bolton, BL3 3HH. Telephone: 01204 333 222 or E-Mail: [hr@efatrust.org](mailto:hr@efatrust.org)**