



# Midday Assistant

## Upton Infant & Upton Junior Schools



<b>Location:</b>	Upton Infant & Junior Schools
<b>Contract:</b>	7.5 hours per week, <i>term time only (38 weeks per year)</i>
<b>Salary:</b>	£4,166 per annum (actual) £24,413 per annum full time equivalent
<b>Application deadline:</b>	24 May 2026
<b>Interview date:</b>	w/c 1 June 2026
<b>Start Date:</b>	8 June 2026

Upton Infant & Junior Schools, both three form entry, are vibrant and happy schools within the Upton area of Poole, near Lytchett Bay Nature Reserve.

We strive to shape schools that truly reflect the beliefs and values of our local community while embracing the opportunities of an ever-evolving global society. We want every member of our community - children, parents and staff - to play an active role in shaping and championing our shared school's vision and values, ensuring they grow and thrive with us.

We aim for children at Upton Schools to flourish—experiencing success and growing into brilliant, curious, creative and resilient learners who truly love learning, nurtured through exceptional teaching within a supportive and inspiring environment

You will be joining a dedicated and passionate team who are committed to making a meaningful difference and nurturing the whole child. As part of our community, you will help shape learning experiences that are creative, inclusive and truly enriching. We champion the professional development and wellbeing of our staff, offering high-quality training, mentoring and clear opportunities for career progression.

Upton Schools are in the Hillary Partnership of Hamwic Education Trust (HET); a large, fast-paced multi-academy trust with currently 37 schools across the South Coast: Portsmouth, Southampton, Poole and Dorset. The Hillary Partnership is a multi-academy partnership based in Poole and Dorset. The partnership enables local schools to work together to develop a strong education for all our children.

### **Role Summary:**

Upton Schools are seeking to appoint a Midday Assistant to join our friendly lunchtime team at Upton Junior School.

This role involves –

- The preparation of the hall and clearing at the end of lunch
- Supporting the serving of hot school lunches
- Supervision of children whilst they are eating their hot school meals or packed lunch

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

- You will need to be self-motivated and enjoy working with children, to encourage positive behaviour

- Can establish positive expectations of pupils' behaviour and a sensitivity to pupils' personal needs
- Has good interpersonal skills
- Has discretion and sensitivity
- Is able to work under their own initiative
- Is a good team player
- Has a commitment to safeguarding children

### **What we offer you:**

- An opportunity to be part of a collaborative team with a shared vision of excellence
- A real career path in a thriving and respected organisation
- Flexible working approach, where possible
- Wellbeing day (trial for 2025/26)
- Excellent training and development programmes and opportunities
- Eligibility to join the Local Government Pension Scheme / Teacher Pension Scheme
- Generous holiday entitlement, increasing with length of service (support staff)
- Access to our benefits portal offering a full range of discounts available through Lifestyle Savings
- Access to wellbeing support through our Employee Assistance Programme, this includes free confidential telephone and face to face counselling for employees and family members
- Access to financial wellbeing support through a company that provides comprehensive guidance on all things mortgage related
- Eligible for a Blue Light card

### **About Hamwic Education Trust:**

HET is fully committed to developing an outstanding workforce. We are a friendly and supportive community of professionals working hard to ensure that our schools are enabling children to grow and develop for the future.

We have talented staff working in leadership, teaching and support roles throughout our schools and committed professionals working in the Managed Services team covering education, safeguarding, HR, IT, finance and estates. This experienced team supports our schools and is responsible for the successful delivery of our multi-academy trust.

As an employer, we support our staff to grow through continuing professional development and there is a range of apprenticeships and other opportunities available throughout the Trust to extend your knowledge, skills and career prospects.

HET celebrates the uniqueness of our pupils, our staff and our schools and we aim for everyone to achieve their full potential through the pathways of opportunities available.

HET recognises that by valuing and promoting equal opportunities in employment for all employees and job applicants and avoiding unlawful discrimination in employment and delivery of services, we will be able to deliver first class education and value the differences our workforce brings to HET.

### **Application Procedure:**

If you would like to discuss the role further, please contact Lucy Townsend, Operations Manager by emailing [recruitment@uptonjun.dorset.sch.uk](mailto:recruitment@uptonjun.dorset.sch.uk) to arrange an informal chat or have a tour of the school. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

If you wish to apply for this position, please complete an application form which can be found at [Job vacancies | Careers | Hamwic Education Trust | Multi-academy Trust](#) and return to [recruitment@uptonjun.dorset.sch.uk](mailto:recruitment@uptonjun.dorset.sch.uk)

**CV's will only be accepted along with a completed application form.**

**Please note, we may close the advert prior to the advertised closing date should we have sufficient applications. We strongly encourage prospective applicants to apply as soon as possible.**

Hamwic Education Trust (HET) are committed to safeguarding and protecting the welfare of our pupils and we expect all staff and volunteers to share this commitment.

All posts are subject to a safer recruitment process which includes enhanced criminal record and barring checks, scrutiny of work and training history, robust referencing, and other vetting checks. Successful candidates will also be subject to online searches.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across HET.

All HET employees are required to undergo continuous professional development to maintain safe working practices and to safeguard our pupils.