



Job Description

Name:

Position: Midday Assistant

Responsible to: Headteacher

Overall Purpose of the Job: To take care and control of all children on the school premises during the Midday break, plus any other duties that can be reasonably asked of you under the direction of the Headteacher

Duties and responsibilities:

- To assist children in selecting their meal and sitting in an appropriate place to eat it
- To deal with spillages and clear tables when meals are finished
- To maintain good order and discipline among pupils with particular reference to health and safety
- To enforce the necessary sanctions to maintain good order, in accordance with school policy on behaviour management
- To administer first aid if appropriately qualified to do so
- To keep daily records of first aid administered and record any other incidents in the Blue Book
- Report to staff, as necessary, on behaviour and sanctions employed and any first aid incidents
- Provide pastoral care, guidance and advice to pupils as appropriate and have their welfare of paramount importance at all times.
- To assist with the moving of chairs and tables if necessary
- To oversee the getting out and putting away of the playground activities
- To alert the Headteacher about any concerns regarding an individual child
- To maintain and respect confidentiality at all time.
- To assist with the children's activities and help with the playground zoning organisation

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above

The duties may be varied to meet the changing demands of the school, at the reasonable discretion of the Headteacher

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD). Or “The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment”
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

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