

**JOB PROFILE**

**Post title**: Midday Assistant

**Job purpose**:

* To ensure pupils are ready for lunch and receive adequate nutrition.
* Supervision of students during lunchtime and clearing up after lunch.
* To ensure general areas of the school (including the toilets) are clean and tidy.

**Accountabilities / duties**:

* Feeding pupils where necessary or assisting pupils with eating.
* Personal care of pupils, including changing continence wear.
* Supervising pupils as they eat or before / after lunch, including queuing for lunch.
* Liaising with teachers and class staff
* Working alongside classroom staff who are on duty.
* Working with pupils over the whole 2-19 age range with a wide range of Special Educational Needs.
* Assisting in the moving and handling of pupils.
* To ensure crockery, cutlery, trays etc. are returned by students to the relevant collection points.
* To ensure chairs are returned to the back of the Hall.
* To undergo on and off site job training sessions as required by the school.
* To be aware of the Fire / Emergency procedures.

**Person specification**: Midday Assistant

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|  | **Essential** | **Desirable** |
| **Qualifications/Competencies** | Willing to undertake training. | Basic food hygiene certificate |
| **Experience** | Experience of relating well to people at all levels.  Experience of supervising children. | Experience of working in a school or similar environment.  Experience of working with children including those with special needs. |
| **Knowledge** | Basic cleaning procedures. | Manual handling training.  Basic Health and Safety knowledge. |
| **Skills/Ability** | Ability to work quickly and efficiently.  Ability to encourage high standards of student behaviour. |  |
| **Personal Skills** | Ability to work as part of a team.  Ability to use initiative.  Ability to keep calm and patient with students.  Positive, can do attitude. |  |