

Brentwood Ursuline Convent High School



Job Description

Job Title	Midday Assistant
Reports to	School Business Manager
Responsible for	Not Applicable
Liaison with	Students Headteacher Teaching staff Catering And Caretaking Staff
Job Purpose	Acting as part of a team, to take care and control of all the students on the school premises during the midday break between the morning and afternoon teaching sessions.
Principal Accountabilities	<ul style="list-style-type: none">• To maintain the safety, welfare and good conduct of the students during the midday break
Duties	<ul style="list-style-type: none">• To supervise students in various lunchtime places e.g. in the dining hall, food servery's, Jones Square and outside.• Manage food queues• To clear tables when meals are finished and clear up any associated spillages.• To enforce the necessary sanctions for maintaining good order.• Where necessary and if instructed to do so, lead games and activities with the students.• To alert Senior Midday Assistant and/or the SLT Member / Head of Year on duty of any concerns regarding an individual student or group of students
General	<ul style="list-style-type: none">• To attend relevant training and meetings as required.• To respect confidentiality at all times.• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.• To understand and apply school policies in relation to

- health, safety, welfare and behaviour of students.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
 - To keep up to date with good practice and policies e.g. Staff Code of Conduct.
 - Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
 - The Governing Body is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share in this commitment.
 - The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.