Rettendon Primary School

Midday Assistant

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Job Purpose

To work as part of a small and supportive team to supervise and care for pupils during the lunchtime period, ensuring their safety, wellbeing and enjoyment at all times. As a small school, we pride ourselves on knowing all of our pupils well and building positive relationships with children and families. The Midday Assistant will help to create a calm, happy and inclusive lunchtime environment both in the dining hall and on the playground.

Main Duties and Responsibilities

- Supervise pupils in the dining hall, playground and other designated areas during the lunchtime period.
- Encourage positive behaviour and support pupils in following the school's Behaviour Policy consistently.
- Promote safe, happy and inclusive play through positive engagement and interaction with pupils.
- Organise and encourage stimulating games and activities in collaboration with other midday colleagues.
- Support pupils with their meals where necessary and encourage good manners and independence.
- Help maintain a calm and orderly dining environment.
- Ensure the safety and wellbeing of all pupils at all times, following safeguarding procedures and reporting concerns promptly.
- Administer basic first aid in line with school procedures and ensure accurate records are completed when required.
- Respond calmly and appropriately to incidents, accidents or behaviour concerns.
- Work cooperatively as part of a small team of staff, contributing positively to the school community.
- Prepare and clear tables and equipment as required before and after lunchtime.
- Follow all school policies and procedures, including safeguarding, health and safety, behaviour and confidentiality.
- Attend relevant training and meetings as required.

Person Specification

The successful candidate will:

- Be caring, reliable, enthusiastic and approachable.
- Enjoy working with children and building positive relationships with them.
- Have good communication and teamwork skills.
- Be able to use initiative and remain calm under pressure.
- Be committed to safeguarding and promoting the welfare of children.
- Have the ability to encourage positive play and social interaction.
- Be flexible and willing to support the needs of the school.
- Hold a basic first aid qualification or be willing to undertake training.

Working Hours

6.25 hours per week, term time only.

Safeguarding Statement

Rettendon Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to satisfactory references, an enhanced DBS check and safer recruitment procedures.