

**POST:** Midday Assistant

**Work Location:** School based

**Job status:** Permanent

**Reports to:** Deputy Headteacher

**Salary:** LBR 1C point 3

Monday to Friday – 10 hours per week 44.75 weeks per year

### Job Purpose

Under the direction of the school's leadership and management, to:

- Work as part of a team, to ensure the supervision of pupils throughout the lunch period
- Ensure the children's health, safety, welfare and good conduct
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Perform any additional particular duties as may be reasonably assigned by the Headteacher
- Promote the vision, aims and values of the school.

### Main responsibilities

- Ensure pupils are enjoying their lunch break
- Involve pupils in outside/inside activities
- Assist in the dining area and encourage pupils to eat their chosen meal or packed lunch

### Activities

- To understand and comply with the school's policies and procedures
- To understand and comply with Health and Safety regulations, ensure that any hazards, near miss incidents and accidents are reported appropriately
- Manage behaviour effectively to ensure a good and safe environment where children can enjoy their play activities
- To assist in maintaining discipline by dealing with minor matters and reporting serious incidents to a member of the Senior Leadership Team in line with the school's policies and procedures
- To be responsible for a group of pupils throughout the lunch period
- To encourage good eating practices, e.g. assisting pupils by cutting up food for younger age groups.
- To deal with minor incidents e.g. food spillages on floors and children, sickness and younger pupils' accidents with toileting.
- To maintain site security and approach visitors entering school premises.
- Liaise with teachers, senior leadership team and support staff regarding children who are causing concern.
- To assist with the preparation and clearing of the school dinner hall at the beginning and end of shift.

### Professional Responsibilities:

- Communicate with colleagues and co-operate and work as a member of a team.
- Attend any CPD deemed necessary for your personal development
- To maintain confidentiality at all times and share information on a need-to-know basis in line with school procedures
- To have a flexible approach to roles and responsibilities within the team.

- To deal sensitively and calmly with children at all times.
- To demonstrate sensitivity and tact in all situations.

*The above is not an exhaustive list and any other reasonable duties will be expected to be undertaken.*

*All positions will be subject to review annually in line with current school needs. Any changes in duties that are above the current scale will result in the job description being moderated.*

## Person specification: Midday Assistant

Attributes	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> <li>• Secure literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Training in relevant behaviour strategies</li> <li>• Safeguarding training</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with children of relevant age and in a school or similar environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a Midday Assistant role</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Ability to organize and supervise a range of lunchtime games/activities</li> <li>• Knowledge of how to maintain safe supervision of children</li> <li>• Effective communication skills with both children and adults</li> <li>• Ability to make decisions quickly to ensure the safety of children</li> <li>• Understanding of the importance of confidentiality and discretion</li> <li>• Ability to follow instructions accurately but also to show initiative and make good judgements when required</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of how to promote healthy eating</li> </ul>
Personal characteristics	<ul style="list-style-type: none"> <li>• Flexible attitude to work and willingness to support colleagues</li> <li>• A helpful and positive nature with a calm and caring disposition</li> <li>• Hardworking, conscientious and flexible</li> <li>• Adaptability and the skills to work in harmony with a range of individuals</li> <li>• Commitment to the safeguarding and welfare of all pupils</li> </ul>	