



Post: Midday Assistant

Responsible to: SLT

Term-time only: 10 hours per week

Role Purpose

To help deliver the school's ethos of excellence by assisting in a variety of tasks during lunchtime, including supervision of children, supporting outside learning, assisting with lunchtime dining.

Main duties and responsibilities

- To ensure a positive dining experience for all students.
- To supervise children during outside learning time.
- To set up outside environments in order to promote a stimulating learning environment.
- To assist with Teaching & Learning related administration such as displays, label making and laminating.
- To undertake and when required, deliver or be part of the appraisal system and relevant training and professional development.
- To support the school's values and ethos by contributing to the development and implementation of policies practices and procedures.
- To help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- To help develop a school culture and ethos that is utterly committed to achievement.
- To be active in issues of student welfare and support.
- To support and work in collaboration with colleagues and other professional in and beyond the school, as well as other support as required.
- To report defects, maintenance requirements, damage or other concerns immediately to the Business Manager to ensure that they can be dealt with promptly.
- To undertake other various responsibilities as directed by the Principal.

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.



Person Specification

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	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none">• Good numeracy/literacy skills	<ul style="list-style-type: none">• First Aid Qualification
EXPERIENCE		<ul style="list-style-type: none">• Experience of working within a school
SKILLS	<ul style="list-style-type: none">• Work constructively and flexibly as part of a team, understanding school roles and responsibilities• Excellent role model for oral and written communication.	<ul style="list-style-type: none">• Knowledge of first aid• Basic I.T skills
QUALITIES	<ul style="list-style-type: none">• A highly professional approach to their work• The ability to thrive in a 'no excuses' culture• Great energy, enthusiasm and hope• A real drive to make things happen• A passionate desire to make a difference• Good sense of humour	