Job Description

| **Job Title:** | Midday Assistant |
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| **Location** | St John Plessington Catholic College |
| **Responsible To:**  **Salary Grade:** | Site Manager  Band B, Scp 2-3 £3,788.45-£3,864.36 (actual) |
| **Contract:** | Part-time, Fixed Term until 31/12/2022, 8.75 hours a week, 38 weeks a year (term time only) |

| **Key Purpose of Job** GENERAL PURPOSE OF THE JOB ➢ Supervise and secure the safety and welfare of students during lunch break  ➢ Supervise the students in the dining hall, corridors and school yard to reinforce acceptable behaviour  Specific Responsibilities of the post Include:  ➢ Supervise students in and out of the building, ensuring that their behaviour is of an acceptable standard  ➢ Maintain discipline to ensure students line up in an orderly manner when waiting to access the canteen  ➢ Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding students  ➢ Encourage students to dispose of their litter in an appropriate manner  ➢ Pick litter to ensure the site remains tidy  Specific Responsibilities as a member of staff:  ➢ Be punctual for duty  ➢ Committed to team work within the Trust  ➢ Be proactive in terms of furthering knowledge and skills  ➢ Ensure that the safety and welfare of all students is given priority at all times  ➢ Pay due regard to Health & Safety in respect of all members of the Trust and report matters which compromise this to Line Manager |
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| **Supervision / Line Management Responsibilities of the post**   * N/A |
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| **Working Environment & Conditions of the post**  Normal environment |
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| **Other Duties** To undertake additional duties as required, commensurate with the level of the job.To contribute to the effective working of the HFCMAT.  1. Maintain positive, professional relationships with students, parents / carers and teachers.  To participate in induction training, staff review processes and professional development opportunitiesAll staff must commit to Equal Opportunities and Anti-Discriminatory Practice.  1. The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and School vehicles. 2. The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled. 3. The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures. 4. The post-holder must comply with the Trust/School’s Health and Safety requirements specifically for the school they are based 5. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.   As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post |
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Person Specification

# Education, Training and Work Qualifications

* None required

# Knowledge & Skills

* Good interpersonal and communication skills
* Ability to encourage high standards of behaviour

**Special Requirements**

* Confidentiality
* A team player
* Reliability
* Prepared to be flexible in supporting the Academy
* Have a sense of humour and a positive attitude
* Enhanced DBS required

# Relevant Experience

* Previous experience of working in a school environment

# Other Requirements

* Ability to comply with HFCMAT policies e.g. Safeguarding, Equality & Diversity, Health & Safety.
* Able to work as part of a team; be adaptable and supportive of colleagues.
* Ability to interact with learners sensitively and flexibly