



## **JOB DESCRIPTION**

<b>Job Title:</b>	Midday Assistant
<b>Location:</b>	Maltings Academy & New Rickstones Academy
<b>Department:</b>	Pastoral
<b>Hours of work:</b>	5 hours per week, 38 working weeks (term time only)
<b>Reports to:</b>	Vice Principal
<b>Grade:</b>	NJC 6-10

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### **Purpose of Role**

To maintain the safety, welfare and good conduct of the students during the midday break in designated areas and to assist with cleaning in and around dining areas.

### **Responsibilities**

#### **Midday Role**

- 1.1 To clear tables and any spillages in the dining areas
- 1.2 To sweep and spot-mop floor surfaces
- 1.3 To empty waste bins
- 1.4 To supervise the movement of students to and from the dining areas
- 1.5 To supervise dining queues and maintain good order in the dining areas
- 1.6 To monitor students in the playground and playing field area
- 1.7 To follow the Academy's 'Discipline with Dignity' approach when dealing with students
- 1.8 To promote the inclusion of students with special needs
- 1.9 To alert Line Manager or another member of the Senior Leadership Team of any concerns regarding students
- 1.10 On a rotational basis within the Midday team, to patrol ground, and 2nd floors during the lunch break, checking that students do not congregate around stairwells and, upstairs areas.
- 1.11 On a rotational basis within the Midday team, to patrol outdoor areas
- 1.12 To be a first aider - administering basic first aid as required, reporting any accidents and first aid administered, to Student Services Reception

### **General**

- 2.1 To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- 2.2 To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- 2.3 To ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy
- 2.4 To attend required meetings and training

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Head of Academy
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding: We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.**

### PERSON SPECIFICATION: Midday Assistant

Criteria	Standard	Essential /Desirable
1. Specialist Knowledge & Experience	<ul style="list-style-type: none"> <li>• Experience of general cleaning activities</li> <li>• Knowledge of how to maintain a safe working environment</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience of working with children</li> <li>• Knowledge of first aid procedures / Valid First Aid Certificate</li> </ul>	D
2. Organisation & Planning	<ul style="list-style-type: none"> <li>• Ability to plan own work on a daily basis</li> <li>• Ability to follow a schedule to deadlines</li> </ul>	E
3. Problem Solving & Initiative	<ul style="list-style-type: none"> <li>• Ability to resolve problems independently and use initiative</li> <li>• Ability to stay calm under pressure</li> </ul>	E
4. Communication	<ul style="list-style-type: none"> <li>• Good communication skills with ability to use clear language to communicate information unambiguously</li> </ul>	E
5. People Skills & Customer Focus	<ul style="list-style-type: none"> <li>• Ability to build and maintain effective relationships with others</li> <li>• Experience of working effectively as part of a team</li> <li>• Demonstrate a commitment to equality</li> <li>• Ability to provide excellent customer service</li> </ul>	E
6. Safeguarding	<ul style="list-style-type: none"> <li>• Understanding of safeguarding / child protection procedures</li> </ul>	E
7. Other	<ul style="list-style-type: none"> <li>• Able to stand for duration of shift, lift/carry items and move furniture</li> <li>• Willing to work flexibly to meet academy needs</li> <li>• Willing to undertake appropriate training courses (including 1-day first aid course)</li> </ul>	E