**Job Description**

**Job Title: Midday Assistant**

**Location: Plumberow Primary Academy**

**Hours of work: 7.5 hours per week**

**Reports to: Executive Headteacher and Headteacher**

**Purpose of the Role:**

To promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted. To take control of all children on the school premises during the midday break, plus any other duties that can be reasonably asked of you under the direction of the Executive Headteacher and Headteacher.

**Responsibilities:**

* To assist children in selecting their meal and sitting in an appropriate place to eat it
* To deal with spillages and clear tables when meals are finished
* To maintain good order and discipline among pupils with particular reference to health and safety
* To enforce the necessary sanctions to maintain good order, in accordance with school policy on behaviour management
* To administer first aid if appropriately qualified to do so
* To keep daily records of first aid administered and record any other incidents in the Blue Book
* Report to staff, as necessary, on behaviour and sanctions employed and any first aid incidents.
* Provide pastoral care, guidance and advice to pupils as appropriate and have their welfare of paramount importance at all times
* To assist with the moving of tables and chairs if necessary
* To oversee the getting out and putting away of the playground activities
* To alert the Headteacher about any concerns regarding an individual child
* To maintain and respect confidentiality at all time
* To assist with the children’s activities and help with the playground zoning organisation

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment/Teachers’ Pay and Conditions.
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 Principal/Group/Chief Executive
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**

**Job Title: Midday Assistant**

|  |  |  |  |
| --- | --- | --- | --- |
| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * Not Applicable |  |
| **Knowledge/Experience** | Specific knowledge/  experience required for the role | * The post holder will have basic knowledge of Health and Safety, First Aid, Lifting and Handling and Fire Prevention for which appropriate training will be provided Use of equipment/resources * Experience of working with young people * Full working knowledge of relevant policies/codes of practice/legislation |  |
| **Skills** | Abilities | * Ability to relate well to pupils and adults * Empathy with children * Good organisation skills * Ability to remain calm under pressure * Ability to manage own time effectively * Demonstrate creativity and an ability to resolve routine problems independently * Adaptable and flexible with the ability to work as part of a team |  |
| **Personal Characteristics** | Behaviours | * Ability to use clear language to communicate information * Ability to listen effectively * Understand procedures and legislation relating to confidentiality * Be prepared to learn and develop in the role * Commitment to the academy’s aims, ethos and vision |  |
| Values | * Ability to demonstrate, understand and apply our values   + Be unusually brave   + Discover what’s possible   + Push the limits   + Be big hearted |  |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people * Ability to travel as required |  |