



Job Description & Person Specification

Job Title : Midday Assistant

Scale : Scale 2

Job Purpose:

- To provide supervision of pupils during the lunchtime period both in the dining area and during playground activities.
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Reporting Arrangements

Reporting to : School Services Manager

Main Responsibilities:

- Ensure the safety of pupils during the lunchtime period; taking into account pupil ages, disability and behaviour.
- Arrange age-appropriate activities for pupils during bad weather and support classroom cover during these times.
- Ensure application of the school behaviour policy during this period, referring serious issues to the Senior Leadership Team where applicable.
- Make records of any incidents that take place and reports to the appropriate member of staff at the end of lunch time.
- Refer to appropriate members of staff on duty in cases of emergency; or, if unable to contact staff, call for the public emergency services.
- Carry out visual check on school equipment e.g. tables chairs, reporting any faults for rectification.
- Patrol the school grounds during the lunch period ensuring that Middays are spaced appropriately around the play areas to monitor play and behaviour.
- Check for and locate pupils who have failed to turn up for lunch, sending out pupil runners to toilets, classrooms, school grounds etc, and alerting and checking with teaching staff in order to establish reasons for their failure to attend.
- Deal with members of the public in the school, tactfully and sensitively challenging where there is evidence of unreasonable or confrontational behaviour e.g. parent lunches.
- Clear and clean lunch tables at the end of service and working with team to put away table and chairs, clearing the hall floor and other general cleaning duties.

- Liaise with school First Aider if there are any accidents during lunchtime and administering limited first aid e.g. plasters, where appropriate in the playground. Ensure that accurate descriptions of accidents are provided and reported in a timely manner.
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Trust Responsibilities:

- Adhere to all Trust policies and procedures.
 - Take responsibility for promoting and safeguarding the welfare of all pupils.
 - Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
 - Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
 - Travel between different sites of the Laurus Trust as required.
 - Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
 - Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
 - Refrain from smoking in any areas of Trust premises.
 - Behave in a manner that ensures the security of property and resources.
 - Demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.
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Safeguarding:

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

Core Behaviours:

It's important for all Support Staff to be able to demonstrate some or all of the core behaviours on a regular/daily basis:

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| ➤ Adaptable | - Open to change, to be flexible. |
| ➤ Courageous | - Willing to speak up, offer ideas, challenge the norm. |
| ➤ Hard Working | - Strong work ethic, prepared to go the extra mile. |
| ➤ Inclusive | - Treat others fairly and equally. |
| ➤ Engaged | - Involved/absorbed in your work, participate at all times. |
| ➤ Value | - Add value to your role, your team and the Trust. |
| ➤ Enquiring | - Have an enquiring mind, curious, improve and find solutions. |
| ➤ Motivated | - Pro-active, wanting to achieve goals, willingness to try, can do attitude. |
| ➤ Encouraging | - Giving/offering support and confidence to others, working together. |
| ➤ Navigator | - Providing guidance, leading when necessary. |
| ➤ Tenacious | - Perseverance, never giving up, whatever it takes. |

Person Specification:

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Sound educational background including GCSE's Maths and English (A*-C) or equivalent 	<ul style="list-style-type: none"> • First Aid Qualification
Knowledge and Experience	<ul style="list-style-type: none"> • Willing to undertake job-related training including a First Aid qualification • Experience of delivering to deadlines and achieving set targets to a high standard • Willingness and desire to understand and deliver on the school behaviour policy • Experience of allocating and prioritising workload effectively to gain maximum productivity • Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook 	<ul style="list-style-type: none"> • Previous experience as a Midday Assistant, working with children and/or working in a school environment • Experience of working with confidential information • Awareness of current issues in the Education
Skills	<ul style="list-style-type: none"> • Ability to work with children in a calm manner • Ability to maintain a clean and tidy dining space • Ability to organise appropriate play activities in and out of doors • Ability to use own initiative • Excellent planning and organisational skills • Strong interpersonal skills • Ability to demonstrate engaging oral and written communication 	<ul style="list-style-type: none"> • A quick learner
Other Qualities	<ul style="list-style-type: none"> • Ability to make effective decisions • Ability to work accurately and methodically • Excellent time management • Flexible • Good team player • Willingness to undertake further training • Commitment to safeguarding and promoting the welfare of children 	<ul style="list-style-type: none"> • Full driving licence