



JOB DESCRIPTION	
<b>Post Title</b> Midday Assistant	<b>Grade</b> Scale 1A2 sp8: £9 per hour Term Time Only (39 weeks per year)
<b>Department</b> Support Staff	<b>Responsible to</b> Head Teacher – Primary Phase <b>Responsible for</b> N/A
<b>Role Summary</b> <ul style="list-style-type: none"><li>To take responsibility for the health, safety and security of children during breakfast and lunchtime.</li><li>As part of a team, supervise students during lunchtime so that all year groups get through the dining rooms in good time</li></ul>	

## Key Duties and Responsibilities

1. To supervise and manage students in the dining hall, about the school premises and in designated play areas
2. To assist with the maintenance of orderly arrangements.
3. To work with a group of Lunchtime Assistants to ensure all students are in a safe, healthy and caring environment.
4. To be a significant presence and role model for students and staff.
5. To prepare the dining room areas so that all students can be accommodated during Lunch periods, ensuring that the areas are clean, tidy and returned to its normal state for others sessions of the school days.
6. To ensure students behave in accordance with the Behaviour for Learning Policy. Making sure that incidents are followed through with the supervisor
7. To ensure that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
8. To ensure students eat in a suitable and acceptable manner and that tables are left clean and tidy. This may involve teaching children to use a knife and fork, encouraging good manners, monitoring eating habits/behaviour and to discuss concerns with the appropriate teacher.
9. To use the school reward system to encourage good behaviour
10. To check lunchboxes and children's selected school meal, to encourage healthy eating and reporting any concerns to the appropriate teacher
11. To supervise designated play areas as directed by their line manager, encouraging social interaction and play.
12. To comply with the School's Equal Opportunities, Child Protection, Confidentiality, Security and other policies, assisting with their development and promotion within the College, reporting all concerns to an appropriate person.

The post-holder must demonstrate a flexible approach in the delivery of work. Consequently the post-holder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

### **Training**

The post-holder will be required to undertake training as required to be effective in carrying out all duties.

### **General**

- Ensuring that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
- Complying with the school's Equal Opportunities and other policies and assisting with their development and promotion within the school.
- Ensuring comprehensive procedures notes are compiled for key tasks.
- Any other duties commensurate with the grade of the post.

*This Job Description is not intended to be prescriptive. The needs of the school may change and this could necessitate revision in the future and amendment at any time, following appropriate consultation.*

### **EQUAL OPPORTUNITIES STATEMENT**

Adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

### **COMMENSURATE STATEMENT**

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

### **CHILD PROTECTION**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

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**Signed:** \_\_\_\_\_  
**Post holder**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
**Headteacher**

**Date:** \_\_\_\_\_

<b>Person Specification for the Post of Midday Assistant</b>				
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Successful and recent work-based experience involving children.</li> </ul>			
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• GCSE A* -C English and Maths or equivalent</li> <li>• Able to communicate clearly and follow instructions</li> </ul>			
<b>Leadership and Management Framework</b>	<ul style="list-style-type: none"> <li>• Experience of carrying out programmes of work with minimum supervision</li> <li>• Ability to work as part of a Team.</li> <li>• Commitment, determination and a desire to make a difference.</li> <li>• Honesty, reliability, flexibility and integrity</li> </ul>			
<b>Engaging With Others</b>	<ul style="list-style-type: none"> <li>• Ability to build good relationships and rapport with students and adults</li> <li>• Willingness and ability to work as a team for the benefit of the students</li> <li>• Understand behaviour expected of students and manage in line with school policies</li> <li>• Ability to listen patiently and communicate well with students and adults</li> <li>• An understanding of the necessity for maintaining strict confidentiality, where appropriate.</li> <li>• To be confident &amp; assertive</li> <li>• Be flexible to changing demands of the post</li> <li>• Take pride in a job well done</li> </ul>			
<b>Valuing Diversity</b>	<ul style="list-style-type: none"> <li>• Experience and an awareness of, working in a multicultural environment.</li> </ul>			
<b>Learning Effectively</b>	<ul style="list-style-type: none"> <li>• A commitment to continuous professional development.</li> <li>• To attend training as necessary to learn new skills</li> <li>• Ability to work sensitively with different peoples' needs</li> </ul>			
<b>Other</b>	<ul style="list-style-type: none"> <li>• A calm and sensitive manner</li> <li>• A satisfactory Enhanced DBS disclosure</li> </ul>			