



## **Midday Assistant Job Description**

<b>Post Title:</b>	Midday Assistant
<b>Salary:</b>	G2
<b>Responsible to:</b>	Headteacher/ Deputy Headteacher/ Midday Manager
<b>Status:</b>	Fixed Term Contract (1 year with the potential to become permanent) 12.5 hours per week

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### **Main purpose of the job:**

Responsible under the direction of the Midday Manager, Midday Supervisor, Deputy Headteacher and the Headteacher for securing and maintaining the safety, welfare and good conduct of pupils during the midday break periods. To ensure the children have a happy, healthy and playful lunchtime.

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### **Duties and Responsibilities:**

- Supervision and control of pupils.
- Associated ancillary duties, to include the ability to lift.
- To play and interact with the children.
- Preparing the dining room for lunchtime e.g. put tables in place. At end of session ensure that all tables and seats are wiped clean before putting them away. Ensure dining hall is fully swept before Site Manager washes the hall.
- Supervision of preparation of meal-times e.g. hand-washing, escorting pupils to the dining hall, and settling the children quietly in their seats.
- Assisting pupils with meals as appropriate; guiding them to their seats, choosing appropriate cutlery, giving out drinks.
- Supervision of general conduct at all times, e.g. controlling queues, clearing food away.
- To be aware/supportive of children with Special Educational or additional needs.
- Occupying pupils in various games and activities directed by the Play Supervisor throughout the lunch time period.
- Using positive language appropriately, and building up a rapport with the children. Encouraging the use of good manners and good behaviour.
- Attend training as applicable.
- Exercising vigilance in respect of health and safety, e.g. ensuring that spillages/wet floors are dealt with promptly.
- In the case of an injured child, to assess the problem, calling for the assistance of the appropriate First Aider or delivering the pupil to the Welfare Room.
- To carry out any other related duties as required by the Headteacher and the Senior Midday Supervisor and Play Supervisor.
- To have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality



- To promote the school's vision "Learners today, leaders tomorrow" and the school's core values; respect, responsibility, resilience, honesty, generosity and self-belief
- To take part in training and performance management procedures
- To contribute to the development of the School's ethos
- To attend staff briefings and any other relevant meetings as required

The above outlines the main duties and responsibilities of the post but may not identify each individual task undertaken. You will be required to carry out any other duties reasonably requested by the Headteacher or other senior member of staff.

Whitchurch Primary School & Nursery is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the Criminal Records Bureau.

#### Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

This document is not a contract of employment.

#### Signatures

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed.....

Signed.....

Post Holder

Headteacher

Date.....

Date.....



**Person Specification Midday Supervisor**

<b>QUALIFICATIONS</b>	<b>Essential</b>	<b>Desirable</b>
A good level of education to at least GCSE Level in English and Mathematics. First Aid Qualification. Paediatric First Aid training or equivalent.	X	X X X
<b>EXPERIENCE</b>		
Experience of working with children within a school environment. Other experience e.g. being a paid worker in play schemes, private nurseries, midday supervision, after - school clubs or similar.		X X
<b>KNOWLEDGE AND UNDERSTANDING</b>		
The safeguarding requirements when working with children. The needs of primary school children. The roles played by various adults in a child's education. The Equality Act and its application in a school setting.	X X X	X
<b>SKILLS</b>		
The ability to communicate clearly, accurately and effectively. Have some manual handling experience/training.	X X	
<b>PERSONAL ATTRIBUTES</b>		
The ability to maintain confidentiality. The capacity to remain calm and cope with the unexpected. Commitment, flexibility and enthusiasm. A willingness to learn, use initiative and be part of a positive and collaborative team.	X X X X	