



JOB DESCRIPTION

Midday assistant

Job Title: Midday Assistant
Grade: WBC NJC Local Gov. Grade 3
Responsible to: School Business Manager

Main purpose of the job:

Midday supervisory assistants are responsible under the direction of the Senior Midday Supervisor/ School Business Manager (SBM) for helping with the care and supervision of children in the school during the midday period between morning and afternoon lessons. The work will be carried out in the dining room, school or playground. The exact duties will be laid down by the Headteacher in accordance with the specific needs of the school, but these will normally include:

Key Duties and Responsibilities:

Dining Room – Care and supervision of Children including: –

- Control of groups or queues waiting for service in accordance with school organisations.
- Ensure orderly and appropriate behaviour in line with the school behaviour policy;
- Use appropriate reward and sanction as part of the school behaviour policies
- Supervision and control of table behaviour, assisting children where necessary;
- Promote good manners
- Assist the child with feeding as required.
- Supervision and help with return of dirty dishes.
- Care and supervision of children in playgrounds and other parts of the school, including toilets, as necessary. Supervision of hand washing;
- Under direction to ensure that the hall is prepared for the afternoon session – this will include some manual lifting and storage of dining furniture

Playground and other Areas:-

- Assist and encourage the children in participation in games and activities
- First Aid: To be responsible for rendering first aid in the case of a simple accident or for calling assistance in more serious cases
- Within the school team to ensure the safeguarding of all pupils and staff
- All accidents are to be reported to the class teacher
- To complete all relevant reporting and other documents when necessary
- To attend and apply relevant courses and development opportunities
- Promote inclusion and acceptance of all pupils.
- Promote a positive ethos and role model positive attributes, self-esteem and independence.
- Provide pastoral support to pupils.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Undertake personal development through training and other learning activities.
- Attend and participate in meetings as required.



- Be aware of and comply with policies and procedures relating to Child Protection, Health & Safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.

Note: Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

This job description is not intended to be prescriptive or exhaustive, it is issued as a framework to outline the main areas of responsibility.

Alderman Bolton Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share in this commitment

PERSON SPECIFICATION

Midday Assistant

GRADE: Grade 3 Scp 4–5 £21,189 - £21575

Skills

1	Good interpersonal and communication skills	E
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Knowledge

1	Knowledge of first aid procedures	D
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Personal Qualities

1	Responsible attitude	E
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2	Pleasant, caring manner	E
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3	Ability to work within a team	E
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4.	Ability to work on own initiative	D
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5.	Flexible approach to work	E
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| 6. | Good sense of humour with a patient attitude | D |
| 7. | Awareness of importance of time-keeping and punctuality | E |
| | <u>Experience</u> | |
| 1 | Experience of working in a school environment | D |
| 2 | Experience of working with children | D |
| | <u>Qualifications</u> | |
| 1 | Educated to G.C.S.E or equivalent standard | D |
| 2 | First Aid | D |
| | <u>Other</u> | |
| | This post is subject to enhanced DBS and 2 supportive references | E |

E = Essential

D = Desirable