

**Midday Assistant**

**Job Description/Person Specification**

**Key Responsibilities**

**Supervision of the serving area and dining hall**

* To set up the hall with tables etc. in preparation for lunch time.
* To organise and supervise the washing of hands and hygiene of infant/junior pupils.
* Organisation of the entry of the pupils into the dining room.
* General supervision of pupils during the service of meals.
* To maintain adequate standards of table manners and eating habits.
* To support the children as needed with opening food packets, cutting up foods.
* To organise and supervise the pupils during exit from the dining hall.
* To wipe down, fold and put tables away.
* To sweep the floor, mop as needed and empty the bins.
* *Welfare and supervision of all pupils before or after the meal in the playground, hall, corridors and classrooms as instructed by Head Teacher/ deputy Head Teacher.*

**Supervision of outdoor or indoor play**

* Check that each area of the playground, adventure trail and trim trail are safe for use e.g. not wet or icy
* The organisation and management of large numbers of pupils.
* To promote good pupil behaviour, dealing promptly with conflict or incidents in line with the school's Behaviour Charter and anti-bullying policy. (This policy can be found on our website.)
* To promote positive playground behaviour and encourage children to participate in co-operative playground games.
* In the event of a wet play, to supervise all areas of the school used by the children.
* To provide minor first aid treatment for accidents and to record such treatment.
* To report all accidents/illnesses to the relevant class teacher.
* *To inform all members of the midday team, if a pupil is to remain indoors.*
* To recognise and reward good behaviour/achievement in line with school ethos and values.
* Assist in the specific medical and care needs of children when specific training has been undertaken.

**Safeguarding**

* To carry out responsibilities under common law and the Health and Safety Act and to adhere to the school's health and safety policy. (This policy can be found on our website.)
* To report any matters involving child protection immediately to the Head Teacher.
* To ensure that local authority policies on equality are adhered to by treating all children equally irrespective of protected characteristics e.g. age, disability, gender, race, religion or belief, sex, and sexual orientation

**General**

* To undergo training as required.
* *Such other duties as may be required by the Head Teacher or Deputy Head Teacher.*

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| **SKILLS** | **Essential** | **Desirable** |
| Experience of working with children |  | 🗸 |
| Experience of working successfully in a team |  | 🗸 |
| Ability to build and maintain effective working relationships with all pupils and colleagues | 🗸 |  |
| Ability to promote a positive ethos and role model positive attributes | 🗸 |  |
| Enthusiasm, flexibility and willingness to respond to new challenges | 🗸 |  |
| Excellent communication skills | 🗸 |  |
| A desire for high expectations and standards for self and others | 🗸 |  |
| Good health and attendance record | 🗸 |  |
| Sense of humour and a positive outlook | 🗸 |  |
| **KNOWLEDGE AND UNDERSTANDING** |
| Some knowledge of child development |  | 🗸 |
| **QUALIFICATIONS** |
| Hold appointed person certificate in first aid or willingness to undertake first aid training once appointed | 🗸 |  |