



Job Description

Job Title	Midday Assistant
Grade	Band 2, Point 6 - 10 Actual salary £4,313 - £4,475
Hours	7.5 hours a week – 5 days a week 12:00 – 1:30pm Term Time only
Reports to	Headteacher
Job Purpose	Acting as part of a team, to take care and control of all the children on the school premises during the lunch time break

Duties

- To assist and supervise children in the lunch hall
- To supervise the children on the playground
- To maintain the safety, welfare and good conduct of the pupils during the midday break
- To maintain the safety and welfare of good behaviour of pupils during the lunch break
- To assist children with eating their meal if applicable.
- To encourage the pupils to be independent
- To clear tables and chairs when meals are finished and clear up spillage
- To administer basic first aid as required.
- Where necessary and appropriate to lead games and activities with the children.
- To alert Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children

Candidate will be:

- Trustworthy, professional and maintain confidentiality
- Establish effective relationships with all members of the school community
- Collaborate, work and develop professional relationships with colleagues

General

- To attend relevant training and meetings as required
- To actively promote the School's equal opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place
- To understand and apply School's/Trust's policies in relation to both employment and Health & Safety.
- To fully comply with the health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Working with or caring for children
	Literacy	Basic reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use basic equipment e.g. photocopier
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
Working with children	Behaviour Management	Understand and implement the academy's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of games and activities to help child development
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the academy
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the academy and across the Trust
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role