



## **JOB DESCRIPTION**

### **Midday assistant**

Job Title: Midday Assistant  
Grade: WBC NJC Local Gov. Grade 2  
Responsible to: Headteacher

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

To assist in the supervision and support of students during the lunchtime period, ensuring their safety, welfare, and positive behaviour. The Midday Assistant plays a crucial role in maintaining a harmonious and enjoyable lunchtime environment for all students.

#### **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: -**

- 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 behaviour, assisting children where necessary;
- Supervise and maintain safe use of the equipment.
- 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 2 SCP 3**

#### Skills

1 Good interpersonal and communication skills E

#### Knowledge

1 Knowledge of first aid procedures E

#### Personal Qualities

1 Responsible attitude E

2 Pleasant, caring manner E

3 Ability to work within a team E

4. Ability to work on own initiative E



- |    |   |   |
|----|---|---|
| 5. | Flexible approach to work                               | E |
| 6. | Good sense of humour with a patient attitude            | D |
| 7. | Awareness of importance of time-keeping and punctuality | E |

**Experience**

- |   |   |   |
|---|---|---|
| 1 | Experience of working in a school environment | D |
| 2 | Experience of working with children           | D |

**Qualifications**

- |   |  |   |
|---|--|---|
| 1 | Educated to G.C.S.E or equivalent standard | D |
| 2 | First Aid                                  | E |
| 3 | Paediatric First Aid                       | D |

**Other**

- |  |  |   |
|--|--|---|
|  | This post is subject to enhanced DBS and 2 supportive references | E |
|--|--|---|

E = Essential

D = Desirable