



Job Description & Person Specification for a Midday Assistant

Purpose of the Post

To enhance the children's enjoyment of lunchtime and promote good behaviour and manners.

Expectations

Act at all times within the school ethos and promote the values of Penketh Primary School.

Be aware of and implement appropriate school policies as agreed by the governors, in particular: Safeguarding, Health & Safety and Behaviour.

Be a role model for all pupils in behaviour, dress and communication.

Maintain confidentiality at all times and observe data protection and associated guidelines.

Key Duties and Responsibilities

- To treat all children with respect, trust, kindness and honesty.
- To deal appropriately with the management of children's behaviour in line with our Behaviour Policy.
- To use appropriate rewards and sanctions in line with school policy.
- To liaise with other staff to ensure the smooth running of lunchtimes.
- To control groups or queues of children waiting for dinner service in the hall.
- To supervise & control table behaviour; assisting children when necessary and helping with the return of dirty dishes.
- To supervise the children in the playground and other parts of the school, including toilets, as necessary.
- To assist & encourage the children to participate in games and activities.
- To refer children to trained staff to receive first aid at an appropriate level and take appropriate action in emergencies as required.
- Take record of any concerns over safeguarding and report in line with relevant policy and guidelines.
- Attend meetings and training to improve skills and knowledge

Person Specification

You will ideally have:-

- Previous experience of working with children and the ability to motivate pupils.
- A pleasant, caring manner with good communication skills.
- The ability to work as part of a team, with good timekeeping & punctuality.
- A good sense of humour with a patient attitude.
- A first aid qualification would be desirable.