**Arundale Primary School**

**Job Description**

RESPONSIBLE TO: Head of School

PURPOSE OF POST: The safety and general welfare and proper conduct of the pupils during the midday period

LINE MANAGER: Head of School

PRINCIPAL RESPONSIBILITIES:

Supervise pupils immediately before, during and after the midday break in all required areas. This includes pupils who have a school meal as well as pupils who bring their own food.

Assist pupils as required with personal hygiene when appropriate.

Encourage and assist pupils in eating and providing guidance on the proper use of cutlery.

Assist pupils in carrying/transporting trays to the tables and returning crockery and used trays to the food counter. Ensure the dining hall is left in a tidy condition.

In the event of a pupil becoming ill, distressed or experiencing an accident, provide initial aid and report to Midday Supervisor.

Assist with the clearance of spillages and wipe down, as necessary.

Devise and initiate constructive play opportunities for children, as required.

Assist pupils with dressing for outside play activities.

Ensure that children remain within a safe environment and that they play safely.

Ensure suitable behaviour standards are adhered to, in line with school policy and procedures.

Report to Midday Supervisor any inappropriate pupil behaviour/incidents during the lunchtime break.

Carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

Signed: …………………………………………………………… (Post Holder)

Signed: …………………………………………………………… (Head of School)

Date: ……………………………………

**PERSON SPECIFICATION**

**MIDDAY ASSISTANT**

**Personal requirements of a successful postholder Category**

**Education/Qualifications/Membership of Professional Institutions**

Current First Aid qualification D

**Experience**

Supervising children as a parent or carer E

Working with groups of children on a voluntary or paid basis D

**Key Skills**

Work as part of a group and individually E

Inspire trust and confidence in children E

Encourage high standards of pupil behaviour at all times E

Liaise with parents in a professional manner; observe the boundaries of the role, and respect confidential information E

Relate to children on their level E

Remain calm in a crisis E

Communicate effectively (both orally and in writing) to an appropriate standard D

Recognise behaviour giving cause for concern, and inform teaching staff D

Examine systems critically, and suggest ways of improving efficiency D

Calm E

Creative E

Empathetic E

Organised E

Patient E

Resourceful E

Tolerant E

**Key Knowledge**

Managing the behaviour of groups of children E

Child development and social interaction E

The value of constructive play opportunities E

**For Information:**

Category

1. Essential Requirement without which the candidate would be unable to carry out the duties of the post.
2. Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.