**MIDDAY ASSISTANT- JOB DESCRIPTION**

# GRADE A

THE DUTIES REQUIRED OF THE MIDDAY ASSISTANT ARE ALLOCATED BY THE

HEADTEACHER AND ARE AS FOLLOWS:-

1. To be responsible to the Headteacher for the supervision of children throughout the midday break (i.e., the interval between the close of the morning school and the recommencement of school in the afternoon).

2. To supervise and, where necessary, assist pupils eating their dinners and packed lunches.

3. To assist younger children with their hygiene.

4. Control the behaviour of the pupils while eating and on the playground.

5. Supervision of all areas both inside and outside where pupils congregate during lunch time.

6. Ensure pupils do not enter areas prohibited at lunchtimes.

7. Supervise pupils in designated areas, other than the playground, during bad weather.

8. Ensure the Dining Halls are left in a tidy condition.

9. Be aware of emergency procedures e.g. fire drills and know what action to take.

10. Record all minor accidents and where, necessary, report to a designated First Aider.

11. Feedback lunch time issues to class teachers.

12. To positively promote and follow the school Behaviour Policy.

13. Report major concerns to the Headteacher.

14. Promote and support positive playground activities.

15. To assist in the organisation and development of school Play Leaders.

16. To work as a member of the lunchtime team and co-operate with all members of staff within school.

17. To observe the school Confidentiality Policy.

18. To undertake relevant training.

19. To be aware of school Safeguarding procedures.

20. To be prepared to cover other age phases as required.

21. To undertake any duties appropriate to the role which may be reasonably requested by the Headteacher.

**MIDDAY ASSISTANT- PERSON SPECIFICATION**

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| **EXPERIENCE** | **CATEGORY** |
| Previous experience of being a Welfare Assistant in a Primary school. | D |
| Previous experience of working with children. | E |
| An appropriate first aid qualification or attending appropriate first aid training to gain the appropriate qualification. | D |
| Experience of working within a team of people. | D |

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| PERSONAL QUALITIES | CATEGORY |
| A keen interest in working with children. | E |
| A firm but fair manner. | E |
| A tactful, patient approach. | E |
| An awareness of the need for confidentiality. | E |
| An awareness of the need to safeguard the welfare of children. | E |
| An awareness of health and safety factors in the school environment. | E |
| An ability to work as part of a team. | E |
| A willingness to undertake training as appropriate. | E |

###### For Information:

**Category**

1. Essential Requirement without which the candidate would be unable to carry out the duties of the post.

(D) 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.