**JOB DESCRIPTION**

**MIDDAY ASSISTANT**

**TITLE:** Midday Assistant

**SCHOOL:** Hollingworth Primary School

**RESPONSIBLE TO:** Headteacher

**GRADE:** A

**PURPOSE OF POST:** To ensure the safety and general welfare and proper conduct of the pupils

 During the midday period.

**PRINCIPAL RESPONSIBILITIES:**

1. 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.

2. Assist pupils as required with personal hygiene when appropriate.

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

4. 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.

5. In the event of a pupil becoming ill, distressed, or experiencing an accident, provide initial aid and summon qualified assistance. Completion of relevant reports.

6. To assist with the clearance of spillages and wipe down, as necessary.

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

8. Assist pupils with dressing for outside play activities.

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

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

11. Report to teaching staff any inappropriate pupil behaviour/incident during the lunchtime break.

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

**Midday Assistant – Person Specification**

**Essential**

* Enjoy working with children.
* Able to encourage safe and creative play opportunities.
* Have a caring, calm and friendly manner.
* Have good communication and listening skills.
* Be reliable, punctual and flexible.
* Show initiative and be resourceful.
* Be aware of issues of confidentiality and safeguarding.
* Be able to employ a variety of strategies to support behaviour management.
* Be willing to help care for sick children or injured children during the lunchtime period.
* Be willing to work as part of a team and turn for advice if needed.
* Be able to follow a variety of tasks on a rota for the care, wellbeing and discipline of the pupils.

**Desirable**

* Have experience of working alongside children, either as a job or through voluntary work.
* It is also desirable to hold a qualification in first aid.