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| **KEY TASKS** | |
| 1. | To supervise pupils in the dining hall, playground, toilets, classrooms and school premises. |
| 2. | To clean all spillages, (which could include bodily fluids) and ensure that tables are clean during meal times. To assist with the setting up of tables and/or putting away of tables, if required. |
| 3. | To ensure good order and discipline is maintained throughout the lunchtime. |
| 4. | To ensure pupils observe basic hygiene, i.e. hand-washing after toileting and before eating. |
| 5. | To administer basic first aid and deal with sickness, in accordance with training provided. Report and record accidents as required through the associated health & safety procedures. |
| 6. | To encourage pupils to develop healthy eating habits and good manners. |
| 7. | To encourage pupils to play appropriately and cooperatively, which could include some educational play activities. |
| 8. | To supervise pupils in classrooms during “wet play” providing activities that will keep pupils calm. |
| 9. | To be aware of the schools behaviour policy ensuring it is implemented during lunch break. |
| 10. | To ensure no child is removed/leaves the school premises without having the appropriate permissions from the Headteacher/Classteacher. |

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| STANDARD DUTIES | |
| 1. | To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all. |
| 2. | To uphold and promote the values and the ethos of the school. |
| 3. | To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection. |
| 4. | To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises. |
| 5. | To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school. |
| 6. | To attend and participate in relevant meetings as appropriate. |
| 7. | To undertake any other additional duties commensurate with the grade of the post. |

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| CONTACTS Pupils, staff and visitors to the school. |

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| **RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT** | |
| **Responsible to:** | Midday Leader or Headteacher\* |
| **Responsible for:** | Not applicable |

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| **SPECIAL CONDITIONS**  CRB Disclosure Required – Enhanced |

PERSON SPECIFICATION

Job Title: MID DAY – LEVEL A

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|  | **Selection Criteria**  **Essential** | **Selection Criteria**  **Desirable** | **How Assessed** |
| **Education & Qualifications** | Not applicable | NVQ Level1/2 relating to working with children  First Aid certificate | AF  AF / I |
| **Experience** | Experience of interacting with children | Experience of working with school-aged children | AF / I |
| **Skills & Abilities** | Ability to work under supervision and as a member of a team  Interpersonal skills to communicate well with children and to command attention  Ability to work in accordance with the school’s health and safety policies  Ability to be flexible and to work on own initiative within school guidelines  Ability to deal with minor injuries |  | AF / I  AF / I  AF / I  AF / I  I |
| **Knowledge** | Some knowledge of children’s games and activities  Knowledge of basic first aid  Understanding of safeguarding and recognising the importance of ensuring a secure and safe environment for pupils  Understanding of confidentiality and why this is important in a school | Knowledge of another language, e.g. British Sign Language, Urdu or Polish | AF / I  AF / I  AF / I  AF / I |