**MIDDAY ASSISTANT**

**JOB DESCRIPTION**

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. Collection of tickets (where necessary).

3. Supervision of queues awaiting to enter the Dining Room.

4. Supervision of the Dining Hall and reporting any unruly

 behaviour to the teacher on lunch time supervision duty.

5. Supervision of all areas both inside and outside where pupils

 congregate during lunch time.

6. In the case of nursery aged children, infants and pupils with

 special needs, assisting with toileting requirements as necessary.

7. Leaving the Dining Halls in a tidy condition.

**PERSON SPECIFICATION**

1 EXPERIENCE/EXPERTISE

 Previous experience of working with children would be an

 advantage.

2 PERSONAL QUALITIES

 A friendly but firm manner.

 A tactful, patient approach when supervising the children.

 An awareness of the need for confidentiality.

 An awareness of safety factors in the School environment.

 A willingness to undertake training as appropriate.

**PLEASE NOTE THAT APPOINTMENT TO THIS POST WILL BE SUBJECT TO, SATISFACTORY ENHANCED ONLINE DBS DISCLOSURE, SATISFACTORY REFERENCES, VERIFICATION OF PROFESSIONAL QUALIFICATIONS AND VERIFICATION OF RIGHT TO WORK IN THE UK.**