**Person Specification – Midday Assistant**

**SCHOOL: St Paul’s CE Primary School**

**RESPONSIBLE TO:** School Business Manager

**GRADE: A**

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

**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, 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 summon qualified assistance. Completion of relevant reports
* To 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.
* Report to the Senior Midday Supervisor any child whose diet may give cause for concern.
* 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 Senior Midday Supervisor/Headteacher any inappropriate pupil behaviour/incidents during the lunchtime break
* To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

**DIMENSIONS:**

**Resource Responsibility:** Limited responsible for the use of schoolequipment.

**Physical Effort:** Some degree of physical effort required at frequent intervals, including standing, walking, lifting and carrying.

**Working Environment:** Regularly required to work outdoors and can be exposed to disagreeable, unpleasant and hazardous environments.

**KEY REQUIREMENTS:** Basic literacy skills