**Midday Assistant**

 **Job Description**

The post holder reports to the Office Manager, other main contacts are the Headteacher, Deputy Headteacher and pupils.

**Purpose**

Supervision of the pupils in the dining area and elsewhere as required by the Headteacher.

**Main duties and responsibilities**

1. To communicate with the pupils in their care, in a patient and friendly manner.
2. To supervise pupils in the dining area and elsewhere as required by the Headteacher.
3. To help create an atmosphere so that the meal and lunchtime recreation is a pleasant experience for pupils.
4. Taking pupils who have minor accidents or are unwell to the First Aider, for first aid where necessary, and if first aid is not necessary, comforting and reassuring them.
5. To report more serious accidents to administration staff or teacher.
6. To work well within a team and take direction from the Midday line supervisor.
7. To ensure that children are safe throughout the duration of lunchtime (including outdoor play).
8. To support children in class, whilst waiting for the class teacher to return.
9. To ensure tables are ready for lunch and cleaned between sittings.