

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Midday Assistant	<b>Location</b>	Woodlands Primary Academy
<b>Salary</b>	Scale B, Point 2 - £24,413 (Actual £3,456)	<b>Hours</b>	6.25 hours, 38 weeks
<b>Department</b>	Facilities	<b>Reports To</b>	Early Years Lead

## JOB PURPOSE:

To supervise all children on the school premises to ensure that health and safety, and school regulations are observed.

## KEY RESPONSIBILITIES AND DUTIES:

- Supervision of children in all areas of the school, including dining hall, play areas, classroom, and playground as directed by the Headteacher and Deputy Headteacher.
- The maintenance of good order at all times. Relay relevant information of information of individual or group behaviour to either the Headteacher or Deputy Headteacher. Note all incidents on Smartlog and CPOMS where necessary.
- Supervision of children during the meal, encouraging good eating habits, assisting younger children where necessary and ensuring that a good atmosphere is maintained.
- Managing and handling difficult behaviour from children.
- General assistance in the dining area as necessary, e.g. setting up tables and putting away, floor cleaning, wiping up spillages.
- Supervision of movement of pupils ensuring that good order is maintained.
- Keep up to date with the special medical requirements of individual children as listed.
- Any other duties as may be delegated by the Headteacher.

## JOB REQUIREMENTS:

	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Willing to undertake relevant Health and Safety training.</li> </ul>	<ul style="list-style-type: none"> <li>• First aid training.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working with children.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational setting.</li> <li>• Experience of working as part of a team.</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Responsible, reliable and flexible.</li> <li>• Enthusiastic.</li> <li>• Ability to relate well to children and adults.</li> <li>• Able to effectively manage challenging and difficult behaviour from children.</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
<b>SAFEGUARDING</b>	A thorough understanding of up-to-date safeguarding requirements and best practice	

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<b>OTHER REQUIREMENTS</b>	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.
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**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**

