



## JOB DESCRIPTION

Job title	Midday Assistant				
Service Area	Gearies Primary School		Function		
Team	Midday	Hours	6-10 per week		Grade LBR1C
Reports to	Co-Head Teachers or Assistant Head Teachers				
Responsible for					
Purpose of job					
<p>To work individually and with the Midday team, under the direction of the Co-Head teachers or Assistant Head Teachers, to:-</p> <ul style="list-style-type: none"><li>Secure the safety, welfare and good conduct of pupils in the school.</li><li>develop a consistent and positive approach to all aspects of school life</li><li>follow all procedures in the school's Health and Safety policy</li><li>follow all procedures in the school's Child Protection policy</li><li>Cover First Aid</li></ul>					
Major duties and responsibilities					
<ul style="list-style-type: none"><li>maintaining a positive and friendly manner with children at all times, praise and reward good behaviour and point out good examples to others, be a good example to the children demonstrating the school values</li><li>checking children in allocated class - numbers are correct for school dinners and packed lunches – assisting in correcting any errors – escorting class to hall and releasing packed lunches to playground</li><li>the supervision of the pupils in the dining areas – maintain good pupil discipline in the line, helping children to queue properly, helping children to find a suitable place to sit and eat, encouraging children to eat their dinner, offering appropriate care for children whilst eating dinner, support children with special needs under the direction of the SENCO, supervising the clearing away of dinner trays etc, supervising children's exit from the hall, discouraging running and promoting good manners and mutual respect</li><li>the supervision of the pupils in the Playground areas – patrol around the site, maintain good discipline and enforce playground rules, dealing sensitively with children's concerns</li><li>the supervision of the pupils in other parts of the school premises eg corridors and toilets – encourage children to walk in school and to be quiet and respectful to others</li><li>ancillary associated duties - for example cleaning up spillages at the earliest possible moment (or calling for a caretaker to do this if necessary), ensuring tables are clean etc.</li><li>ensuring the maintenance of good order and discipline.</li><li>administer First Aid as and when necessary</li></ul>					
<p>The job description is not necessarily a comprehensive definition and you may be required to undertake other tasks appropriate to the position as the Head Teacher may require.</p>					



## PERSON SPECIFICATION

<b>Job Title</b>	Midday Assistant				
<b>Service Area</b>	Gearies Primary School	<b>Function</b>			
<b>Team</b>	Midday	<b>Hours</b>	6-10 per week	<b>Grade</b>	LBR1C
<b>Selection Criteria</b>					<b>Weighting</b>
<b>Education and Qualifications:</b>  GCSE English Language & Maths, Grade C or above (or equivalent).					Desirable
<b>Experience/Knowledge/Skills/Competencies:</b>  The successful candidate should possess the following qualities: <ul style="list-style-type: none"> <li>• able to work as an effective member of a team</li> <li>• enjoy working with children</li> <li>• able to communicate effectively verbally and in writing</li> <li>• able to control children effectively</li> <li>• able to take the initiative with workloads</li> <li>• able to follow instructions accurately</li> <li>• an understanding of the needs of our culturally diverse community</li> <li>• a good standard of written and spoken English</li> <li>• have a sense of humour</li> <li>• have experience of supervising children in a school setting</li> <li>• have experience of administering first aid</li> </ul>					Essential  Essential  Essential  Essential  Essential  Essential  Essential  Desirable  Desirable  Desirable
<b>Other job requirements:</b>					