

HEARTS Academy Trust

Midday Assistant Job Description

Job Title	Midday Assistant
Grade	Band 1, NJC 2-3
Reports to	Senior Midday Assistant/Headteacher
Responsible for	N/A
Liaison with	Pupils Senior Midday Assistant Administrative staff Headteacher Teaching staff Catering and Caretaking Staff
Job Purpose	Acting as part of a team, to take care and control of all the children on the school premises during the midday break between the morning and afternoon teaching sessions.
Principal Accountabilities	To maintain the safety, welfare and good conduct of a child with SEND and other pupils during the midday break
Duties	<ul style="list-style-type: none"> To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room To assist children with eating their meal if applicable To clear tables when meals are finished and clear up any associated spillages To enforce the necessary sanctions for maintaining good order To administer basic first aid and medication as required To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed To provide pastoral care, guidance and routine advice to pupils as appropriate Where necessary and appropriate to lead games and activities with the children To alert the Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children
General	<ul style="list-style-type: none"> To promote at all times the HEARTS values and ethos To attend relevant training and meetings as required To respect confidentiality at all times To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

HEARTS Academy Trust is a company limited by guarantee. Registered as a company in England and Wales, registered number 7851097.

Registered office: HEARTS House, 2 Mount Road, Wickford, Essex SS11 8HE



Stambidge
Primary School and Nursery



	The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of School to carry out appropriate duties within the context of the job, skills and grade
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Name of employee:

Signature of employee:

Date: