

## Job Description: Midday Assistant

### Employment details

Job title:	<b>Midday Assistant</b>
Reports to (job title):	<b>Principal</b>
Type of position:	<b>Permanent</b>
Hours of work:	<b>11:45am – 1:00pm Mon-Fri Term Time only</b>
Level and scale point:	<b>Grade 2</b>

### Job Purpose

The Job Holder is responsible for ensuring supervision of all pupils during the lunchtime period both in the dining area and during playground activities.

### Areas of responsibility:

MAIN RESPONSIBILITIES
<ul style="list-style-type: none"> <li>Ensures the safety of pupils during the lunchtime period; taking into account pupil ages, disability and behaviour.</li> </ul>
<ul style="list-style-type: none"> <li>Arranges age-appropriate activities for pupils during inclement weather.</li> </ul>
<ul style="list-style-type: none"> <li>Ensures application of the school behaviour policy during this period, referring serious issues to the Midday Supervisor where applicable.</li> </ul>
<ul style="list-style-type: none"> <li>Refers to senior members of staff on duty in cases of emergency; or, if unable to contact staff, call for the public emergency services by dialling 999.</li> </ul>

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

## Person Description: Midday Assistant

	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>First Aid Qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Previous experience as a Midday Assistant or working with children</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Willing to undertake job related training including a First Aid qualification, Safeguarding and Data Protection training.</li> </ul>	<ul style="list-style-type: none"> <li>Have an awareness of policies and procedures relating to working in a school</li> <li>Be able to contribute to the wider school community and activities</li> </ul>
<b>Personal qualities</b>	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>Able to work with children in a calm manner</li> <li>Able to communicate effectively.</li> <li>Flexible and positive towards change.</li> <li>Friendly with a sense of humour and positive attitude.</li> <li>Willing to work as part of a team.</li> <li>Reliable and organised.</li> <li>Able to organise appropriate play activities in and out of doors</li> <li>Able to use their own initiative</li> <li>Approachable and self-motivated.</li> <li>Able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate.</li> <li>Able to maintain a high level of confidentiality and discretion at all times.</li> </ul>	<p>The successful candidate will be able to meet the attributes of the Trusts Values:</p> <p><b>Aspiration</b></p> <ul style="list-style-type: none"> <li>Inclusive and respectful to all our colleagues</li> <li>Keen to keep developing and receptive to change</li> <li>Reflective and learn from mistakes</li> </ul> <p><b>Believe</b></p> <ul style="list-style-type: none"> <li>Passionate and have a positive outlook</li> <li>Confident to share their opinions and ideas and value those of others</li> <li>Solution focused</li> </ul> <p><b>Community</b></p> <ul style="list-style-type: none"> <li>Considerate of all</li> <li>Welcoming</li> <li>Adaptable</li> <li>Understanding of the needs of the wider community</li> <li>Look after our own and each other's well being</li> </ul>

All candidates must be;

- Eligible to work in the UK.
- Open to having the relevant security checks made on them, e.g. an enhanced DBS check.
- Suitable to work with children and young people