



Richard de Clare Community Academy

Job Description & Person Specification

Position: Midday Assistant

Job Title:	Midday Assistant
Scale:	Scale 2, point 2-3
Responsible to:	Headteacher / Deputy Headteacher
Responsible for:	n/a

Job Purpose:	<ul style="list-style-type: none"> 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.
Duties & Responsibilities:	<ul style="list-style-type: none"> To maintain the safety, welfare, and good conduct of the pupils during the midday break. To fully engage with new initiatives and strategies which the school undertakes to support pupil behaviour, wellbeing, and safety. To assist children in selecting their meal and sitting in an appropriate place in the dining hall. To assist children with eating their meal if applicable. To assist with the serving of food in the event of the staffing rota changing. To encourage children to be independent. 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 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. To lead activities with the children and to help them organise and use the lunchtime equipment sensibly and safely. To alert Senior Midday Assistant and/or the Headteacher and/or Deputy Headteacher of any concerns regarding an individual child or group of children.
General:	<ul style="list-style-type: none"> To respect the role of others in school and support lunchtime colleagues with their role as appropriate. To follow an agreed timetable of organisation at lunchtime and recognise that this may require change or degree of flexibility. To attend relevant training and meetings as required. To always respect confidentiality. To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with Headteacher/Deputy Headteacher or line manager. To understand and apply school policies in relation to health and safety, welfare, and behaviour of pupils. To be aware of the schools 'Children's Charter'. To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.



	<ul style="list-style-type: none"> • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • Participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with their line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. • Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.
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PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	• Knowledge of First Aid.	D
	• Basic understanding of Health & Safety regulations.	D
	• Understand and implement child protection procedures.	D
	• Understand procedures relating to confidentiality.	D
	• Committed to safeguarding and promoting the welfare of children and young people.	E
	• Completion of DCSF Induction programme.	D
Knowledge & Experience	• Working with or caring for children	D
	• Understand and implement the school's behavior management policy.	D
	• Understanding of how to communicate with people.	E
	• General understanding of the operation of a school.	D
	• Understanding of the way in which games and activities can help children develop.	D
	• Understand the importance of physical and emotional wellbeing.	D
Skills and attributes	• Basic reading, writing, counting, equipment and technology skills.	E
	• Ability to communicate in a team with peers.	E
	• Ability to seek support to overcome communication barriers with children and adults, supporting their differences and responding appropriately.	D
	• Ability to provide timely and accurate information, as required.	E
	• Ability to maintain a high standard of personal and general cleanliness and hygiene.	E
	• Good organisational skills.	E
Personal qualities	• Ability to manage time effectively.	E
	• Ability to follow instructions.	E



	<ul style="list-style-type: none">• Demonstrate a commitment to equality and diversity.• Commitment to own continuous personal and professional development	E E
Other	<ul style="list-style-type: none">• Committed to equality and diversity.• Commitment to own continuous personal and professional development.• Committed to our Health and Safety policies and procedures.• Compliance to Data Protection Act 2018 and GDPR principles requirements.• Committed to safeguarding and promoting the welfare of children and young people.	E E E E E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated March 2026