

CHESHIRE EAST COUNCIL

JOB DESCRIPTION QUESTIONNAIRE

JOB TITLE	MIDDAY ASSISTANT – Primary School	JOB REF NO	AAAD5003
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BASIC 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.

	MAIN RESPONSIBILITIES
1.	Ensures the safety of pupils during the lunchtime period; taking into account pupil ages, disability and behaviour.
2.	Arranges age-appropriate activities for pupils during inclement weather.
3.	Ensures application of the school behaviour policy during this period, referring serious issues to the Midday Supervisor where applicable.
4.	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.
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 Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	