



JOB PROFILE

Post title: Midday Assistant

Job purpose:

- To ensure pupils are ready for lunch and receive adequate nutrition.
- Supervision of students during lunchtime and clearing up after lunch.
- To ensure general areas of the school (including the toilets) are clean and tidy.

Accountabilities / duties:

- Feeding pupils where necessary or assisting pupils with eating.
- Personal care of pupils, including changing continence wear.
- Supervising pupils as they eat or before / after lunch, including queuing for lunch.
- Liaising with teachers and class staff
- Working alongside classroom staff who are on duty.
- Working with pupils over the whole 2-19 age range with a wide range of Special Educational Needs.
- Assisting in the moving and handling of pupils.
- To ensure crockery, cutlery, trays etc. are returned by students to the relevant collection points.
- To ensure chairs are returned to the back of the Hall.
- To undergo on and off site job training sessions as required by the school.
- To be aware of the Fire / Emergency procedures.

Person specification: Midday Assistant

	Essential	Desirable
Qualifications/Competencies	Willing to undertake training.	Basic food hygiene certificate
Experience	Experience of relating well to people at all levels. Experience of supervising children.	Experience of working in a school or similar environment. Experience of working with children including those with special needs.
Knowledge	Basic cleaning procedures.	Manual handling training. Basic Health and Safety knowledge.
Skills/Ability	Ability to work quickly and efficiently. Ability to encourage high standards of student behaviour.	
Personal Skills	Ability to work as part of a team. Ability to use initiative. Ability to keep calm and patient with students. Positive, can do attitude.	