Bournes Green School
Job Description

Job Title: Midday Assistant

Responsible to: Senior Leadership Team
Role: To support children during lunch times; securing their safety, welfare and good conduct.

Main Duties and Responsibilities:

- Serve pre-ordered hot foods to pupils ensuring that allergy requirements are closely monitored and adhered to.
- Contribute to the overall aims and targets of the school
- Work within our positive behaviour management policy promoting self-control and responsibility.
- Promote inclusion, establish constructive working relationships with pupils, act as a role model setting high expectations
- Actively support policies and procedures relating to child protection, equal opportunities, racial discrimination, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.

Supervision of pupils in the dining hall, playground areas and school premises (no child should be allowed into a unit or playground unsupervised) or acting as first aid assistant as directed by SOTL. See also Mid-day Guidelines.

- When on rota to take responsibility for first aid
    - Attend to minor playground injuries.
    - Ensure that the accident record book and parent information slips are completed accurately.
    - Refer to an appointed first aider any child who has a more serious injury.
- Set up, clear away tables, clean tables, clean up spillages or sweep the floor as required. Water jugs to be filled and placed on tables.
- Support play.
- Assist with everyday standards of hygiene and personal care; supporting pupils who are not fully toilet trained or who may have accidents during the course of the school day. Promptly arranging a change of clothes for children when necessary.
- Have due regard to individual care plans and support medical needs of pupils as appropriate.

- Use positive behaviour management to maintain good order and discipline of pupils. Referring to golden rules and using reward and sanction cards associated with the golden rules.
- Undertake relevant food hygiene training if requested
- Attend and participate in relevant meetings as required.
- Be aware of and take part in the schools performance management arrangements.
- Undertake any other similar duties as required.

Post Holder's Name: ……..……..
Signature: …….. **Date:** ……

Line Manager's Name: …….
Signature: …….. **Date:** ……