

MIDDAY ASSISTANT

JOB TITLE: Midday Assistant

REPORTS TO: Midday Supervisor

GRADE: Pay band 1

SUPERVISES: Not Applicable

JOB PURPOSE:

To implement the School Lunchtime and Behaviour policies, ensuring the security, safety, welfare and good conduct of pupils during the midday break.

KEY ACCOUNTABILITIES:

- To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above
- To work with colleagues to achieve service plan objectives and targets
- To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

PRINCIPAL RESPONSIBILITIES/DUTIES

- To supervise pupils in the dining hall (including supervising pupils collect, eat and clear away their meals), playground, field area and school premises.
- To ensure the care of pupils who are injured or unwell.
- Ensure that pupils play together positively and co-operatively with good behaviour.

- Giving comfort to distressed pupils.
- To uphold the School's Behaviour Policy, including treating pupils with respect and consideration.
- To supervise physical activities for pupils in playground areas.
- To work with, and support, the kitchen staff to ensure a smooth and professional midday service is provided.

At the discretion of the Midday Supervisor, such other activities as may be agreed consistent with the nature of the job described above.

Schools HR – Revised March 2009